

# Dayton School District 8

Code: **BDDG**  
Adopted: 1992  
Readopted: 8/11/15  
Orig. Code(s): BDDG/BDDK

## Minutes of Board Meetings

The Board secretary will take written minutes of all Board meetings. The written minutes will be a true reflection of the matters discussed at the meeting and the views of the participants. The minutes will include, but not be limited to, the following information:

1. All members of the Board who were present;
2. All motions, proposals, resolutions, orders and measures proposed and their disposition;
3. The results of all votes and the vote of each member by name;
4. The substance of any discussion on any matter;
5. Any other information required by law.

The superintendent-clerk may make reasonable rules necessary for the protection of the records and files and to prevent unnecessary interference with the regular discharge of the duties of his staff.

A copy of the proceedings of each regular or special meeting as indicated by the minutes shall be sent or delivered to each Board member prior to the next regularly scheduled monthly or special meeting.

END OF POLICY

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### Legal Reference(s):

[ORS 192.610 to -192.710](#)

[ORS 332.061](#)

Letter Opinion, Office of the OR Attorney General (Nov. 20, 1970).

### Cross Reference(s):

KA/KAA - District-Community Relations Goals and Objectives