

# Eugene School District 4J

Code: **BDDG**  
Adopted: 6/16/75  
Revised: 11/2/83, 9/17/97,  
12/11/02  
Orig. Code(s): 1930, 1930.1

## Minutes

Minutes of the proceedings of all board meetings shall be maintained as follows:

- The district clerk shall record all the proceedings of the district school board meetings;
- The minutes of any meeting shall be approved by the board at a regular meeting;
- The clerk shall prepare the minutes of all meetings, except executive sessions, in a timely manner and mail or deliver them to the members of the board at least 48 hours before the regular meeting at which they will be approved. The clerk will maintain tape recordings of all executive sessions;
- After the minutes have been approved they become the official minutes and shall be signed by the chair and the clerk;
- The minutes shall record those who make motions, those who second them, and the ayes and nays of the votes taken when there is a divided vote. When a member has been excused from voting, that fact shall be recorded along with his or her reasons for not voting.

### Distribution of the Minutes

All minutes shall be available to the public within a reasonable time. The public and patrons of the district may receive, upon request, copies of approved current minutes at the administration office. However, minutes need not be approved by the board prior to being available to the public.

Copies of the approved minutes shall be distributed to Education Center departments, schools, parent advisory committees, and news media, and other interested community groups who have requested copies.

END OF POLICY

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Legal Reference(s):

[ORS 192.610 - 192.710](#)

[ORS 332.061](#)

Letter Opinion, Office of the Attorney General, #0905 (November 20, 1970).