

Grant County Education Service District

Code: **BDD**
Adopted: 9/23/08
Orig. Code(s): 1420; 1430; 1460

Board Meeting Procedures

All official actions of the Board shall ordinarily be transacted in accordance with *Robert's Rules of Order Newly Revised*, "Procedure in Small Boards."

Minutes

A complete and accurate set of minutes shall be kept of each Board meeting. Minutes shall include the name of each Board member present, each motion, resolution or other procedural proposal and its disposition, the results of all voting. Minutes shall be kept in an official record book specified for that purpose and kept on file as the official record of Board proceedings.

Distribution of Records

Within the shortest reasonable time after the conclusion of a meeting, the minutes of that meeting must be available upon request. The minutes are not official record until affirmative action by the Board. Those requesting to inspect public records should show reasonable interest and will therefore be shown said records at the office of the superintendent. Records exempt from inspection by law (ORS 192.500) shall not be available for inspection.

END OF POLICY

Legal Reference(s):

[ORS 192.650](#)

[ORS 244.120\(2\)](#)

[ORS 334.025](#)

[ORS 334.100](#)

[ORS 334.107](#)

[OAR 581-024-0290](#)

38 OR. ATTY. GEN. OP. 1995 (1978)

41 OR. ATTY. GEN. OP. 28 (1980)