

# Grants Pass School District 7

Code: **BDDG**  
Adopted: 6/14/88  
Readopted: 2/24/04  
Orig. Code(s): BDDG/BDDK

## Minutes of Board Meetings

Written minutes must be taken of all meetings, including executive sessions. Minutes of regular meetings must show the name of each Board member present, each motion, resolution or other procedural proposal and its disposition, the results of all voting, including the vote of each member by name and the vote cast by each member. Minutes need not be a verbatim transcript, but they must set forth reasonably the substance of any discussion on any subject.

Executive session minutes may exclude a report of the discussion of matters which were the basis for calling the executive session.

Within a reasonable time after conclusion of a meeting, the minutes of that meeting must be available or accessible upon request. Meeting minutes do not become official, however, until they have been reviewed and adopted by the Board at its next regular session.

Information specifically exempted by law from public inspection will not be published or furnished.

END OF POLICY

---

Legal Reference(s):

[ORS 192.610 - 192.710](#)

[ORS 332.061](#)

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