

**Multnomah Education
Service District**

Code: **BDDG/BDDK**
Adopted: 9/20/83
Revised/Readopted: 9/20/94; 9/20/05; 2/19/08;
10/19/10; 1/17/12

Minutes of Board Meetings

A complete and accurate set of minutes of each Board meeting (regular, special, and executive) shall be kept electronically and in hardcopy format in accordance with the law as an official record of Board proceedings.

Local Contract Review Board minutes shall be kept in separate electronic and hard copy format from the regular, special and executive session minutes.

The written minutes shall be a true reflection of the matters discussed at the meeting and the views of the participants. The minutes shall include, but not be limited to, the following information:

1. All members of the Board who were present;
2. All questions, 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.

A draft copy of the minutes shall be sent to each Board member prior to the next regular meeting.

The minutes of any Board meeting shall be deemed to be official only after approval by the Board.

The official minutes shall be available for inspection by the public at the MESD central office during regular working hours and are posted on the MESD website under BoardBook. Copies of official minutes may be purchased at a rate determined by the Superintendent as necessary to offset the cost of reproducing such copies.

END OF POLICY

Legal Reference(s):

[ORS 192.610-192.710](#)

[ORS 334.100](#)

[OAR 581-024-0206](#)

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

Attorney General's Public Records and Meetings Manual. pp. 129-131, Appendix B, pp 8-10, 11 (2008).

MESD Policy Cross Reference(s):

BB - Board Legal Status

BBA - Board Powers and Duties

BC/BCA - Board Organization/Board Organizational Meeting

BCE - Board Committees

BCF - Advisory Committees to the Board

BD/BDA - Board Meetings/Regular Board Meetings

BDB - Special and Emergency Board Meetings

BDC - Executive Sessions

BDD - Board Meeting Procedures

BDE - Public Hearings

DBG - Budget Hearing

KBA - Public Records