

Multnomah Education Service District

Code: **BDDG/BDDK**
Adopted: 9/20/83
Amended: 9/20/94; 9/20/05; 2/19/08;
10/19/10
Reviewed:

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 hard copy format in accordance with the law as an official record of Board proceedings.

Local Contract Review Board and Boundary Board minutes shall be kept in separate electronic and hardcopy 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 web site 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
BBAB - Boundary Board
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