

# North Lake School District 14

Code: **BDDG**  
Adopted: 10/11/04  
Readopted: 2/18/14  
Orig. Code(s): BDDG/BDDK

## Minutes of Board Meetings

The proceedings of each Board meeting shall be maintained and distributed as follows:

1. The Board secretary shall record all the proceedings of the district Board meetings in a book provided for that purpose;
2. A copy of the minutes of each regular or special Board meeting as they are drafted for approval shall be distributed after such meeting to each Board member. Copies of these minutes will be available to the general public at the district office after approval;
3. The minutes of the preceding meeting shall be approved by the Board as the first act of the regular meeting;
4. After the minutes have been approved and copies appear in the official minute book, they shall be signed by the Board chair and the deputy clerk. This minute book shall be kept in a fireproof safe and shall not be removed from the administration office;
5. The minutes shall record those who make motions, who seconds and the ayes and the nays of the votes taken;
6. The official minutes of all Board meetings shall be deemed public records except where prohibited by law and shall be open to inspection by citizens at the district office during regular office hours and may be removed from that office only upon the issuance of a court order. The annual budget and the annual audit may also be inspected in the district office;
7. Executive session minutes will be maintained and filed separately from regular or special/emergency Board meeting minutes and available in accordance with applicable public records laws.

END OF POLICY

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### Legal Reference(s):

[ORS 192.610](#) to -192.710

[ORS 332.061](#)

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