

Vale School District 84

Code: **BDDG**
Adopted: 12/6/94
Readopted: 10/10/07; 9/10/08
Orig. Code(s): BDDG/BDDK

Minutes of Board Meetings

The Board and committees must provide for the taking of notes (written minutes) at all their meetings. Neither a full transcript nor a recording of a meeting is required, but the written minutes must give a true reflection of the meeting and the matters that are discussed at a meeting and the views of the participants. All minutes should contain at least the following information:

1. All members of the governing body present;
2. All motions, proposals, resolutions, orders, ordinances and measures and their disposition;
3. The substance of any discussion on any matters;
4. The results of all votes and the vote of each except discussion on any matters by public bodies of more than 25 members, unless requested by a member of that body.

This means that each member's vote shall be recorded by name for each member's official action taken. Since the names of Board members in attendance appear in the opening section of official minutes, in the case of a unanimous affirmative vote, the names need not be recorded. However, the names of members voting negatively or those abstaining on any items of business need to be recorded. The chair must either vote or be recorded as abstaining if he/she does not vote.

Distribution of Minutes

Within a reasonable time, as determined by the Board, after conclusion of a meeting the minutes of the meeting must be available or accessible upon request. What form they shall take and what cost, if any, must be paid by those requesting copies and shall be determined by the Board or the one to whom its authority to make such determination is delegated. Meeting minutes do not become official until they have been reviewed and adopted by the Board at its next regular session. If experience so directs, a mailing list of persons particularly interested in school matters may be serviced with copies of Board minutes and similar records.

Executive Sessions

Executive session minutes must be kept in accordance with the requirements of regular meetings; however, information and documents relating to the purpose for which the executive session was held are excluded from disclosure. Tape recordings, rather than written minutes, may be kept of executive sessions and need not be transcribed unless otherwise provided by law. Materials excluded from disclosure in executive session may be examined privately by a court in any legal action and the court shall determine their admissibility.

Note: The minutes of all meetings must make reference to any public records or documents discussed at the meeting but the minutes do not have to include copies of such documents. This does not change the confidential statue of any documents as defined in the Public Records Law.

END OF POLICY

Legal Reference(s):

[ORS 192.610 - 192.710](#)

[ORS 332.061](#)

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