

Yoncalla School District 32

Code: **BDDG**
Adopted: 8/23/00
Readopted: 6/11/12
Orig. Code(s): BDDG

Minutes of Board Meetings

The Board secretary will take written minutes of all meetings of the Board. The minutes will be a true reflection of the matters discussed at the meeting and the views of the participants. The minutes will include at least the following information:

1. All members of the Board who were present;
2. All motions, proposals, resolutions, orders, ordinances and measures proposed and their disposition;
3. The results of all votes and the vote of each member by name, unless the vote is unanimous;
4. The substance of any discussion on any matter;
5. Any other information required by law.

All minutes shall be available to the public within a reasonable time. The public and patrons of the district may receive, upon request, copies of approved current minutes at the district office. Minutes need not be approved by the Board prior to being available to the public. A copy of the minutes of each regular and special Board meeting as they are drafted for approval will be distributed after such meeting to each Board member and administrator.

The district will maintain and make available to staff and other interested patrons an updated copy of the meeting minutes.

Minutes of executive sessions will be kept in accordance with the requirements of Oregon's Public Meetings Laws. If disclosure of material in the executive session minutes would be inconsistent with the purpose for which executive session was held under ORS 192.660, the material may be withheld from disclosure.

If an executive session is held pursuant to ORS 332.061, the following shall not be made public: the name of the minor student; the issue, including a student's confidential medical records and that student's educational program; the discussion; and each Board member's vote on the issue.

Upon request, the public and patrons of the district may receive copies of minutes at the district office during regular business hours. A copy of the minutes of each regular and special Board meeting as they are drafted shall be prepared by the fiscal officer and presented to each member of the Board and shall be

approved by the Board as the first proceeding of each meeting. The official copy shall be signed by the clerk and the chair of the Board. The official minutes shall be kept in the office of the fiscal officer. All public records of the Board shall be available to citizens for inspection.

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).

Cross Reference(s):

KA/KAA - District-Community Relations Goals and Objectives