

Section 1000: Board Bylaws

1360 Minutes

1360

The Board Secretary or District Secretary assigned to assist the Board shall be responsible for taking and retain the minutes of every Board meeting. Minutes shall be reviewed and signed by the Secretary of the Board or acting Secretary. The minutes shall include the date, time, place, of the meeting along with members present and members absent (marked excused or unexcused). The minutes shall also reflect all motions made at open meetings and action taken, the purpose(s) for which closed sessions are called, all votes taken, a reference to reports presented, a record of those speaking at the public comment session and the topic on which they spoke, and items discussed when no action is taken.

Open meeting minutes shall not contain personally identifiable information that is protected by the Family Educational Rights and Privacy Act (FERPA). .

Copies of proposed minutes of an open meeting shall be provided upon request to members of the public within eight business days of the meeting and copies of approved minutes within five business days of the meeting at which they were approved. Minutes shall be presented for approval at the next meeting of the Board and copies shall be sent to all Board members prior to the next meeting. If minutes are corrected, the corrected minutes shall show both the original entry and the correction. Approved minutes shall be posted and retained consistent with the law relating to the retention of public records.

Minutes of closed meetings shall not be made public except as specified by current law.

Approved: June 29, 2009

Revised: August 7, 2017

LEGAL REF: MCL 15.269; 380.11a; 380.1201; 380.1202; OAG, 1985-1986, No 6353, p 255 (April 11, 1986)