

## **Minutes of Board Meetings**

A complete and accurate set of minutes of each regular and special Board meeting shall be kept to comply with all legal requirements. Minutes of all of the regular meetings of the Board shall be kept showing the time, date, and place, the members present, and the action taken at each meeting. Minutes leading to a closed session shall include the vote of each member on the question of holding the closed session and the reason for the closed session, but the statement of such reason need not state in the minutes the name of any individual or the details of the matter discussed in the closed session.

A copy of the minutes shall be sent to each member of the Board before the next regularly scheduled meeting. The Board Secretary shall furnish a copy of the proceedings as indicated by the minutes within a reasonable amount of time following the adjournment of the meeting to the District's official newspaper for publication.

Minutes shall be kept in an official record book specified for that purpose and shall be kept on file as the official record of legislation of the District and shall be open to public inspection. Examination of the official record book by any citizen or group of citizens must be made at the location where the District maintains the records and under the jurisdiction of the Board Secretary.

A complete and accurate set of minutes will be made of each meeting and/or session of the Board as required by law. A complete and accurate set of minutes and complete audio recordings will be made of each closed session of the Board as required by law. The Board Secretary will be custodian of the minutes and audio recordings from a closed session, which shall be maintained as required by law.

Approved: December 22, 2014

Reviewed: March 25, 2016