

**MINUTES - BOARD OF DIRECTORS**

The minutes of RSU 19 meeting constitutes the written record of the Boards action; they are legal evidence of what the action was. Therefore, the secretary of the Board will be responsible for reporting in the minutes all actions taken by the Board.

Minutes will include:

A statement on the nature of the meeting (regular or special), the time, the place, and the approval of the last regular and each subsequent meeting;

Names of members present;

A complete record of official actions taken by the Board relative to the Superintendent's recommendations, to communications, and to all business transacted. Motions shall be given in their exact wording, accompanied by the names of members moving and seconding and a record of the results of the vote. Reports and documents relating to a formal motion may be omitted if they are referred to and identified by title and date;

Items of significant information bearing on actions; and

Notification of formal adjournment.

Copies of the minutes will be sent to Board members at least forty-eight hours in advance of the meeting at which the minutes are to be approved.

The individual assigned the task of actually recording and transcribing the minutes will do so as an agent of the Director's secretary. The minutes will be signed by the secretary.

If corrections are suggested by members and voted by the Directors, those sections will be revised and approved by the Board.

The approved minutes will become permanent records of the Directors. Minutes of public meetings will be in custody of the secretary who will make them available to interested citizens upon request. If copies are requested, the usual charge for copies will accompany the minutes. Minutes become official only after they have been approved by the Directors and signed by the secretary.