

Hamilton County Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: Minutes	Descriptor Code: 1.406	Issued Date: 12/16/04
		Rescinds:	Issued:

1 The director of schools shall keep, or cause to be kept, complete and accurate minutes of all meetings
2 of the Board.¹ The draft of the minutes of the previous meeting shall be sent to all board members
3 with the agenda for the subsequent meeting. The board chairman may waive this requirement for good
4 cause. Following their approval by the Board, the minutes shall be signed by the chairman and director
5 of schools.² The minutes shall become permanent records of the Board and shall be made available to
6 interested citizens and the news media upon request.^{3,4} A copy shall be provided to all board members,
7 the president of the local education association, and to each of the schools no more than thirty (30) days
8 after approval by the Board.⁵

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10 The minutes shall include:

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- 12 1. The nature of the meeting (regular or special), time, place, date, board members present or absent,
13 and the approval of the minutes of the preceding meeting;^{2,3}
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- 15 2. A record of all motions, proposals, and resolutions passed or denied by the Board, together with
16 the names of the members making and seconding the motions, and a record of the members
17 voting “aye” and “nay” in the event of a roll call vote;^{2,3}
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- 19 3. Reports, documents and objects relating to a formal motion may be omitted from the minutes, if
20 they are referred to and identified by title and date, unless required by statutes rule or regulation;⁶
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- 22 4. Names of persons addressing the Board and the purpose of their remarks; and
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- 24 5. A brief account of those items discussed, and whether or not any motions were made regarding
25 those items.
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35 Legal References:

- 36 1. TCA 49-2-301(b)(c)(D)
- 37 2. *Robert's Rules of Order*, Article VII, Paragraph 41
- 38 3. TCA 8-44-104
- 39 4. TCA 10-7-503
- 40 5. TCA 49-2-203(a)(12)
- 41 6. OP Tenn. Atty. Gen. 79-284 (June 11, 1979)