

## **Board File: BEDG**

### **MINUTES**

Minutes of any Board meeting at which the adoption of any policy or formal action occurs or could occur shall be taken and promptly recorded. The official minutes of all Board meetings shall be signed by the Board secretary, retained as a permanent record of the district, and open for public inspection at the central administrative office of the district in accordance with the requirements of applicable state law. The minutes shall not be deemed to be official until approved by the Board. Following their approval, the official copy also shall be signed by the president of the Board. The minutes of a meeting shall contain the following:

1. The nature of the meeting, whether regular or special; time and place, members present; approval of the minutes of the preceding meeting or meetings.
2. A record of all actions taken by the Board; the motion; the name of the member making the motion and seconding it; the record of the vote, with the vote of each member recorded. If a vote is taken by secret ballot, the outcome of the vote shall be recorded contemporaneously in the minutes. Reports and documents related to a formal motion may be omitted if they are referred to by title and date.
3. A record of all business that comes before the Board through reports of the superintendent and others and through communications from the staff and the public.
4. The names of all persons who speak before the Board and the topic of their remarks.
5. A record that an executive session was held (if the Board convened in executive session), the specific statutory citation(s) authorizing the Board to meet in executive session, the particular matter (s) discussed, and the names of those present, unless including names of individuals would reveal information that should remain confidential, and the amount of time the topic was discussed.
6. The record of adjournment.

Adopted: prior to 1974 Revised:

November 19, 2002

Revised: October 5, 2004

Revised: July 21, 2009

Revised: August 3, 2010

Revised: April 19, 2016

Revised: January 16, 2018

Revised by the Board: June 18, 2019

### **LEGAL REFS.:**

C.R.S. 22-32-106 (duties of the secretary)

C.R.S. 22-32-108 (5)(d) (*board meetings – executive session minutes*)

C.R.S. 22-32-109(1)(e) (specific duties of the board)

*C.R.S. 24-6-402 (2)(d)(II) (open meetings law – minutes)*

*C.R.S. 24-6-402 (2)(d)(IV) (outcome of a secret ballot vote must be recorded contemporaneously in the minutes)*