

MINUTES OF BOARD MEETINGS

Code **BEDG** Issued **11/02**

Purpose: To establish the basic structure for maintaining a record of business conducted at board meetings.

The minutes of a board meeting constitute the written record of board action. The minutes are legal evidence of the board's action.

The board secretary will keep, or cause to be kept, a complete record of the action of board meetings. As provided by the South Carolina Freedom of Information Act, these minutes will include, but need not be limited to the following.

- the date, time and place of the meeting
- the members recorded as either present or absent
- the substance of all materials proposed, discussed or decided
- a record of all actions taken by the board, with the vote included except in cases of unanimous votes, and, at the request of any member, a record, by an individual member, of any votes taken
- any other information that any member requests be included or reflected in the minutes

The minutes will become permanent records of the board and will be in the custody of the director. He/She will make them available to interested citizens of the district upon request, with exceptions as provided by law, at reasonable times during the working day.

A copy of the minutes of every meeting of the board will be filed with each school district board and the clerk of the county council within 10 days of the meeting.

Adopted 3/18/85; Revised 11/25/02

Legal references:

- A. S.C. Code, 1976, as amended:
 1. Section 30-4-10, et seq. - South Carolina Freedom of Information Act.
 2. Section 30-4-90 - Minutes of meetings of public bodies.
 3. Section 59-19-80 - Certain items to be in board minutes.
- B. S.C. Acts and Joint Resolutions:
 1. 1971 Act 501, p. 929 - Officers - meetings - minutes.