

Dickson County Board of Education

Monitoring: Review: Annually, in July	Descriptor Term: <h2 style="text-align: center;">Minutes</h2>	Descriptor Code: 1.406	Issued Date: 09/19/19
		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 A draft of the minutes of the previous meeting shall be sent to all board members with
 3 the agenda for the upcoming meeting. Following their approval by the Board, the minutes shall be
 4 signed by the Chair and Director of Schools.² The minutes shall become permanent records of the
 5 Board and shall be made available to interested citizens and the news media upon request.^{3,4} A copy
 6 shall be provided to all board members, the president of the local education association, and each of
 7 the schools no more than thirty (30) days after approval by the Board.⁵

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 9 The minutes shall include the following:

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

Legal References

1. TCA 49-2-301(b)(1)(C)-(D)
2. Robert’s Rules of Order, Article VI, Paragraph 41
3. TCA 8-44-104(a)
4. TCA 10-7-503(a)(1)(B), (a)(2)(B)
5. TCA 49-2-203(a)(11); Public Acts of 2019, Chapter No. 248
6. OP Tenn. Atty Gen. 79-284 (June 11, 1979)

Cross References

Duties of Officers 1.201