

Lawrence County Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: Minutes	Descriptor Code: 1.406	Issued Date: 03/13/07
		Rescinds: 1.605a	Issued: 09/15/05

1 The Lawrence County Board of Education shall cause to be kept complete and accurate minutes of all
2 meetings of the Board.¹ A draft of the minutes shall be provided to all board members and to the presi-
3 dent of the local education association (LCEA) no more than thirty (30) days after the board meeting.
4 Following the approval of the draft minutes by the Board, the official minutes shall then be signed by
5 the chairman and director of schools.²

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7 The official minutes shall become permanent records of the Board and shall be made available to inter-
8 ested citizens and the news media upon request.^{3, 4}

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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,
20 if they are referred to and identified by title and date;⁵
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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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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. OP Tenn. Atty. Gen. 79-284 (June 11, 1979)
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