

Weakley County Board of Education



Monitoring:

Descriptor Term:

Minutes

Descriptor Code:

1.406

Issued Date:

06/15/2006

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2 The Director of Schools shall keep, or cause to be kept, complete and accurate minutes of all meetings of
3 the Board.¹ The draft of the minutes of the previous meeting shall be sent to all board members with the
4 agenda for the subsequent meeting. Following their approval by the Board, the minutes shall be signed
5 by the chairman and director of schools.² The minutes shall become permanent records of the Board and
6 shall be made available to interested citizens and the news media upon request.³ ⁴ A copy shall be mailed
7 to all board members, the president of the local education association, and to each of the schools no more
8 than thirty (30) days 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}
14 2. A record of all motions, proposals, and resolutions passed or denied by the Board, together with
15 the names of the members making and seconding the motions, and a record of the members
16 voting “aye” and “nay” in the event of a roll call vote;^{2,3}
17 3. Reports, documents and objects relating to a formal motion may be omitted from the minutes, if
18 they are referred to and identified by title and date;⁶
19 4. Names of persons addressing the Board and the purpose of their remarks; and
20 5. A brief account of those items discussed, and whether or not any motions were made regarding
21 those items.

Legal References:

¹ TCA 49-2-301(b)(C)(D)

² *Robert's Rules of Order*, Article VII, Paragraph 41

³ TCA 8-44-104

⁴ TCA 10-7-503

⁵ TCA 49-2-203(a)(11)

⁶ OP Tenn. Atty. Gen. 79-284 (June 11, 1979)