

Minutes

The Clerk of the Board shall keep, or cause to be kept, complete records of the proceedings of all Board meetings. These minutes shall include but not be limited to:

1. A record of all actions taken by the Board, including the number of votes cast for and against any motion and in the case of a roll call vote the name and vote of each voting Board member.
2. Resolutions and motions in full; reports and documents relating to a formal motion may be omitted if they are referred to and identified by title and date.
3. A record of the disposition of all matters on which the Board considered but did not take action.

Records of executive sessions must disclose all persons who are in attendance, all transactions considered, and the actions taken.

The Board clerk shall keep a book of minutes in which the proceedings of the Board shall be recorded. This book will be the official, permanent, and complete record of the Board before any meeting at which minutes are to be approved.

Legal References: Connecticut General Statutes
10-224. Duties of the Secretary.
Robert's Rules of Order, Newly Revised

Policy Revised: 10/22/90, 3/20/00