

**M.S.A.D. #12 POLICY
MINUTES**

The Superintendent, in his/her role as Board Secretary, shall prepare and maintain accurate minutes of all meetings of the Board.

The minutes shall reflect the type of meeting (regular, special, or emergency), the date, time, and place of the meeting, and the names of the members present and those absent.

The minutes shall include, at a minimum: the wording of the motions and resolutions; the name of the Board member making the motion; the name of the Board member seconding the motion (if a second is required); the action taken; and the vote.

When a Board member abstains from voting, his/her abstention shall be recorded in the minutes.

Board meeting minutes shall be acted upon by the Board at its next regular meeting. The Board's action on the minutes will be reflected in the minutes of the meeting at which they are approved.

Approved minutes shall be permanently filed in the Office of the Superintendent, where they shall be available to the public for inspection and copying during normal business hours.

Copies of Board minutes will be posted on the school's website and made available at the school office.

Legal Reference: 1 MRSA §§ 402(3), 408
20-A MRSA §§ 1004, 1055
30-A MRSA § 2605

Adopted: August 17, 2004