

## MINUTES OF BOARD MEETINGS

Code **BEDG** Issued **8/04**

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Purpose: To establish the basic structure for maintaining a record of business conducted at board meetings.

The minutes of a school board meeting constitute the written record of board action. The minutes are legal evidence of the board's action.

The board secretary will keep, or cause to be kept, a complete record of the action of board meetings. As provided by the South Carolina Freedom of Information Act, these minutes will include, but need not be limited to, the following.

- the date, time and place of the meeting
- the members recorded as either present or absent
- the substance of all materials proposed, discussed or decided and, at the request of any member, a record, by an individual member, of any votes taken
- any other information that any member requests be included or reflected in the minutes

The minutes will become permanent records of the board and will be in the custody of the superintendent. He/She will make them available to interested citizens of the district upon request, with exceptions as provided by law, at reasonable times during the working day.

Adopted 7/1/75; Revised 5/22/79, 11/17/87, 8/13/91, 8/10/04

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Legal references:

- A. S.C. Code, 1976, as amended:
  1. Section 30-4-10, et seq. - South Carolina Freedom of Information Act.
  2. Section 30-4-90 - Minutes of meetings of public bodies.