



INTERNAL BOARD POLICIES: Operations

Minutes

The minutes of the meetings of the Board of Education shall include:

1. The date and place of meeting
2. The call to order stating time, person presiding, and his or her office
3. The record of the roll call of Board members
4. A notation of the presence or absence of the Superintendent; notation of other staff members present
5. A record of any corrections of the minutes of the previous meeting and the action approving them
6. A record of all communications presented to the Board
7. A record of the hearing of all petitions of citizens
8. A record of any reports of Board members or staff members
9. A record of each motion placed before the Board, including the member making the motion and member seconding, if required

The minutes shall be permanently filed and indexed for reference purposes in the office of the secretary-treasurer.

All reports requiring Board action, resolutions, agreements, and other written documents may be made a part of the minutes by reference, and if so, shall be placed in the school system file as a permanent record.

Legal Reference: COMAR 13A.02.01.02A  
COMAR 13A.02.01.02B

Policy  
Adopted: 4/13/72  
Revised: 7/10/07

Board of Education of Baltimore County