INTERNAL BOARD POLICIES: Operations

Minutes

I. Policy Statement

A. The Board of Education of Baltimore County (Board) designates its live, recorded, archives video/audio streaming of its meetings to be the Board’s official minutes, in accordance with applicable law, for meetings for which such streamings/recordings are available.

B. Education Transparency Act
   1. All actions taken at a public Board meeting will include a description of the action taken and will be recorded by a voice vote or a roll call vote of each individual member of the Board who is present at the public meeting.
   2. Any final action of the Board shall be made publicly available on the school system’s Web site within 72 hours of the time the action was taken. Each action shall include:
      a. The full and accurate description of the action to inform the public of the motion or questions; and
      b. A link or reference to the related video recording of the Board meeting, if available.
   3. If there is any discrepancy between the Board’s video/audio minutes and the description of the action taken, the video/audio, which constitutes the minutes of the meeting, shall control.
   4. If there is no video/audio streaming/recording of the meeting, written minutes shall be prepared and shall be designated as the official minutes.
   5. Although the student Board member’s vote does not count on some issues, the description of the action taken will reflect the student Board member’s voting preference, if such a preference is expressed.

II. Content of Minutes and Recordings

A. The video/audio streaming/recordings shall reflect:
   1. Each item considered;
   2. The action taken on each item; and
   3. Each vote that was recorded.

B. If the Board meets in closed session, the written minutes for the Board’s next open session shall include:
1. A statement of the time, place and purpose of the closed session;
2. A record of the voice vote or a roll call vote of each member as to
   closing the session;
3. A citation of the authority for closing the session; and
4. A listing of the topics of discussion, persons present and each action
   taken during the session.

C. If the Board recesses an open session to carry out an administrative
   function in a meeting that is not open to the public, the minutes for the
   Board’s next meeting shall include:
1. A statement of the date, time, place and persons present at the
   administrative function meeting; and
2. A phrase or sentence identifying the subject matter discussed at the
   administrative function meeting.

III. Access

A. All of the Board’s business meetings are live streamed and available online
   via Webcast.

B. Access to the Board’s minutes:
1. For meetings held subsequent to calendar year 2000, the minutes
   shall be available on the school system’s Web site.
2. For meetings held prior to calendar year 2000, the minutes shall be
   available in the Board’s administrative office.

IV. Retention

Copies of the Board’s approved minutes shall be maintained permanently.

V. Implementation

The Board shall implement this policy.

Legal References:  Annotated Code of Maryland, Education Article §3-2B-09, Election of
Chair and Vice Chair
Annotated Code of Maryland, General Provisions Article §§3-101 to
3-501 (Open Meetings Act)
Annotated Code of Maryland, General Provisions Article §§4-101 to
4-601 (Public Information Act)
COMAR 13A.02.01.02(A), Minutes
Related Policies: Board of Education Policy 8222, Superintendent – Executive Officer, Secretary and Treasurer
Board of Education Policy 8320, Final Action by the Board

Related Rule: Superintendent’s Rule 2373, Public Information Act Requests