Monroe 2-Orleans BOCES Policy
Series 1000 – By-Laws
Policy #1435 - MINUTES

The minutes are a legal record of the activities of the Board having the specified legal purpose of maintaining public schools. The minutes of all meetings shall be kept by the District Clerk. The minutes shall be complete and accurate and stored physically and/or electronically in a minutes file.

The minutes of each meeting of the Board shall state:

a) The type of meeting;

b) The date, time of convening, and adjournment;

c) Board members present and absent;

d) All action taken by the Board, with evidence of those voting in the affirmative and the negative, and those abstaining;

e) The nature of events that transpire, in general terms of reference.

Communications and other documents that are too long and bulky to be included in the minutes shall be referred to in the minutes and shall be filed in the District Superintendent's Office.

Minutes of the meeting shall be duplicated and mailed and/or delivered and/or e-mailed to each Board member just before the next regular meeting. After the minutes are adopted, they shall be kept in a permanent, safe place. Unless otherwise provided by law, minutes shall be available to the public within two (2) weeks following the date of a meeting; draft copies, so marked, are acceptable, subject to correction.

Public Officers Law Section 106

Adopted: 7/13/99
Revised: 3/19/08
Revised: 9/15/10
Revised: 8/21/2013
Reviewed: 8/17/2016
Reviewed: 9/18/2019
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