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Monitoring: <b>Review: Annually, in July</b>	Descriptor Term:  <b>Minutes</b>	Descriptor Code: <b>1.406</b>	Issued Date:
		Rescinds:	Issued:

1 The Director of Schools shall keep, or cause to be kept, complete and accurate minutes of all meetings  
2 of the Board.<sup>1</sup> A draft of the minutes of the previous meeting shall be sent to all board members with  
3 the agenda for the upcoming meeting. Following their approval by the Board, the minutes shall be  
4 signed by the Chair and Director of Schools. The minutes shall become permanent records of the  
5 Board and shall be made available to interested citizens and the news media upon request.<sup>2,3</sup> A copy  
6 shall be provided to all board members, the president of the local education association, and each of  
7 the schools no more than thirty (30) days after approval by the Board.<sup>4</sup>

8 The minutes shall include the following:

- 9 1. The nature of the meeting (regular or special), time, place, date, board members present or  
10 absent, and the approval of the minutes of the preceding meeting;<sup>2</sup>
- 11 2. A record of all motions, proposals, and resolutions passed or denied by the Board, together with  
12 the names of the members making and seconding the motions, and a record of the members  
13 voting “aye” and “nay” in the event of a roll call vote;<sup>2</sup>
- 14 3. Names of persons addressing the Board and the purpose of their remarks; and
- 15 4. A brief account of those items discussed and whether or not any motions were made regarding  
16 those items.

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Legal References

1. TCA 49-2-301(b)(1)(C)-(D)
2. TCA 8-44-104(a)
3. TCA 10-7-503(a)(1)(B), (a)(2)(B)
4. TCA 49-2-203(a)(11); Public Acts of 2019, Chapter No. 248

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Cross References

Duties of Officers 1.201