

By-Laws

SUBJECT: MINUTES OF BOARD MEETINGS

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

The minutes of each meeting of the Board of Cooperative Educational Services 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 Office of the Clerk of the Board.

Minutes of meetings shall be approved based upon the final transcripts of minutes in the hands of Board members. No minutes will be approved "as corrected" or "as amended" unless the specific language of the correction or the amendment is agreed upon and included in the minutes of the meeting at which the subject minutes are finalized and approved; or at any subsequent meeting of the Board.

All Board minutes shall be signed by the Board Clerk when submitted and shall be kept in a permanent safe place. Minutes of the meeting shall be delivered or provided to each Board member just before the next regular meeting. 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.

Minutes of Executive Sessions

Minutes shall be taken at executive sessions of any action that is taken by formal vote. The minutes shall consist of a record or summary of the final determination of such action, the date and the vote. However, such summary need not include any matter which is not required to be made public by the Freedom of Information Law (FOIL).

(Continued)

SUBJECT: MINUTES OF BOARD MEETINGS

If action is taken by a formal vote in executive session, minutes shall be available to the public within one (1) week of the date of the executive session.

Education Law Section 2121
Public Officers Law Section 106

Adopted: 7/10/12