

**MINUTES OF PUBLIC BODY MEETINGS**

Public body meetings pertaining to school board policy are school board meetings and/or school board appointed advisory committee meetings.

Meeting minutes of a public body shall include:

- 1) name of the members present, absent or participating remotely
- 2) names of people appearing before the public body, if applicable
- 3) brief description of each subject discussed and
- 4) a description of all final decisions made including all decisions or votes taken immediately after reconvening from non-public session, if applicable.

Final decisions including actions on all motions made even if the motion fails will be recorded in the minutes. A clear description of the motion shall be recorded. The person making the motion, and the person seconding the motion, shall also be included in the recorded minutes.

Minutes will become a permanent part of the public body records and must be written and open to public inspection not more than five (5) business days after the meeting. Draft minutes may be used to satisfy this requirement until the final minutes are completed and accepted, but those minutes must be clearly marked "draft".

The public body is not obligated to retain notes, tapes or other draft materials used to prepare minutes after final minutes have been approved, prepared and filed.

If drafts, notes, memoranda and other documents, not in the final form, are disclosed, circulated or made available to a quorum or majority of the members of a public body and retained after the public body or agency has approved final minutes, those drafts, notes, memoranda and other documents will be subject to public inspection.

No corrections will be made to the draft minutes until considered and duly voted by a quorum of the public body at a regularly scheduled public body meeting. After any corrections have been made, the public body will vote to accept. The secretary's signature certifies the accuracy of the minutes.

A complete and accurate set of minutes of each regular, special and emergency meeting of a public shall be kept in a separate official record book for each public body specified for that purpose. The official record book of minutes shall



be kept on file in the superintendent of schools' office as the official record of legislation of the district and shall be open to public inspection.

Remote participation

A member of the public body who is participating in a meeting from a remote location must state the reason for participation from a remote location and it shall be stated in the minutes of the meeting.

Any member participating remotely must identify all other persons present, and those participating in the meeting will be recorded in the minutes.

All votes taken during a school board meeting in which any member participates electronically shall be by roll call vote.

***Legal References:***

RSA 91-A:2, II, *Access to Governmental Records and Meetings: Meetings Open to the Public*

RSA 91-A:3, III, *Access to Governmental Records and Meetings: Non-Public Sessions*

RSA 91-A:4, I, *Access to Governmental Records and Meetings: Minutes and Records Available for Public Inspection*

Policy BEA, *Regular School Board Meeting*

Adopted 1999

Revised 2012

