

The minutes of all proceedings of the Board, except those of executive session, shall be recorded in convenient form which record shall be open for public inspection at the administrative office of the district during reasonable business hours. The minutes shall include:

1. The nature of the meeting, whether regular or special, time and place, members present, and approval of the minutes of the preceding meeting or meetings.
2. A record of all actions taken by the Board, the motion, the name of the member making the motion and seconding it; the record of the vote, with the vote of each member recorded. Reports and documents related to a formal motion may be omitted if they are referred to by title and date.
3. A record of all business that comes before the Board through reports of the superintendent and others and through communications from the staff and the public.
4. The names of all persons who speak before the Board and the topic of their remarks.
5. A record that an executive session was held, including the names of those present and the topic of discussion.
6. The record of adjournment.

ADOPTED: May 20, 2008

LEGAL REFS: C.R.S. 22-32-106 (duties of the secretary)
C.R.S. 22-32-109 (1)(e) (specific duties of the board)
C.R.S. 24-6-402 (2)(d)(II) (open meeting law)