

Minutes of the Meetings

The Board secretary/clerk will take written minutes of all Board meetings. The written minutes will be a true reflection of the matters discussed at the meeting and the views of the participants. The minutes will include, but not be limited to, the following information:

1. All members of the Board who were present;
2. All motions, proposals, resolutions, orders and measures proposed and their disposition;
3. The results of all votes and the vote of each member by name;
4. The substance of any discussion on any matter;
5. Any other information required by law.

Minutes of executive sessions will be kept in accordance with the requirements of Oregon Public Meetings Laws.

All minutes shall be available to the public within a reasonable time. The public and patrons of the district may receive, upon request, copies of approved current minutes at the President's office. Minutes need not be approved by the Board prior to being available to the public. A copy of the minutes of each regular and special Board meeting as they are drafted for approval will be distributed after such meeting to each Board member and administrator.

An updated copy of the meeting minutes will be maintained and made available to staff and other interested patrons.

END OF POLICY

Legal Reference(s):

[ORS 192.610 - 192.710](#)
[ORS 341.283](#)

Letter Opinion, Office of the Attorney General, #0905 (November 20, 1970).