



Book	Policy Manual
Section	9000 BYLAWS OF THE BOARD
Title	Board Minutes
Code	BB 9324
Status	Work Session
Cross References	<a href="#">BP 1340 - Access to District Records</a> <a href="#">BB 9123 - Clerk</a>
Adopted	November 18, 2002
Last Reviewed	June 4, 2018

The Board secretary **or designee** will keep minutes and record all official Board actions. Once approved, minutes are signed by the Board president and clerk.

Official Board minutes and the master copy of the policy manual will be stored in a ~~fire-proof~~ **secure** location.

~~Copies of t~~The minutes of each regular or special meeting will be distributed to all Board members with the agenda for the next regular meeting, and will be available for public review at the District office and District website.

#### **Recording of Votes**

Motions will be recorded as having passed or failed. Individual votes will be recorded unless the action was unanimous.

**When any member is attending a meeting virtually, all votes taken during that meeting should be conducted in a manner that allows the public to observe how each member votes. In cases where the virtual platform does not support public visibility of individual votes, or technical issues prevent members from casting their votes through the platform, all votes shall be conducted via roll call.**

#### **Recording Devices**

**A video or audio recording may be made at any open Board meeting. The presiding officer may announce that a recording is being made at the beginning of the meeting.**

*Legal Reference:*

*ALASKA STATUTES*

*14.14.090 Duties of the school board*