

## **SCHOOL DISTRICT NO. 92 (NISGA'A)**

**Policy Subject:** MINUTES

**Date Passed:** 92.06.09

**Date Amended:** January 20, 2011

**Description:**  
MINUTES

### **Policy No. 109-P**

It is the policy of the Board of Education that in accordance with Provincial Law, the Board will maintain accurate records of the actions taken at each Board meeting. The Secretary-Treasurer is, by law, responsible of keeping the minutes.

The minutes will include:

1. The nature of the meeting, regular or special, the time, the place, Board members present and absent, staff members present, and the approval of the minutes from preceding meeting or meetings.
2. A record of all motions passed by the Board, together with the names of the members making and seconding the motions, a record of the members voting "yea" and "nay" when requested by Trustees.
3. Summary of remarks by the public in attendance at the meeting.

The minutes will be signed by the Chairman and attested by the Secretary-Treasurer following their approval by the Board at the subsequent meeting.

The minutes will become permanent records of the Board and will be in the custody of the Secretary-Treasurer, who will make the open session minutes available to interested citizens upon request.