

## Title: Minutes of Board Meetings

### Control Information

Control Item	Details
Owner/Curator	BCS Board Secretary/BCS Administrator
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### Revision History

Revision	Date	Revision Description	Originator
A	May 6, 2004	Initial release	K. Buchheit
B		Revision	K. Buchheit

## Minutes of Board Meetings

The secretary of the Bethany Charter School Board shall attend all Board meetings unless excused by the Board, and shall be responsible for full and accurate records of the proceedings of the Board.

Records of all transactions shall be set forth in full, printed, bound and kept on permanent file as the official record of Bethany Charter School.

The minutes shall include at least the following:

- \* Members present
- \* All motions, proposals, resolutions, orders and measures proposed and their disposition
- \* The results of all votes and the vote of each member by name
- \* The substance of any discussion on all matters of importance
- \* Supporting statements, documents and papers of substance to issues addressed

### Distribution of Minutes

All minutes shall be available to the public within a reasonable time after the meeting. Copies of the minutes shall also be distributed to the Board members prior to the next Board meeting. Official meeting minutes are available at the Bethany Charter School office.