



POLICY SECTION 215: Board Meeting Minutes

POLICY

The Ahkwesahsne Mohawk Board of Education believes it is important to properly record the decisions made by the Board at all regular and special meetings. The minutes serve as legal documents recording the decisions of the Board and must be kept in a safe secure location.

GUIDELINES

1. The Minutes shall;
 - a) record all matters and board decisions
 - b) be prepared by the Recording Secretary or designate;
 - c) be reviewed by the Director of Education prior to submission to the Board;
 - d) be considered an unofficial record of proceedings until such time as adopted by a motion of the Board;
 - e) upon adoption by the Board, be deemed to be the official and sole record of the Board's business.

2. The Recording Secretary shall:
 - a) upon approval by the Director of Education as to the accuracy of the "draft" minutes, prepare a copy of the unofficial minutes, marked "Unofficial Draft – Subject to Ratification," for distribution to the Board Members;
 - b) establish and maintain an official record of adopted minutes and ensure that the such is stored in a safe and accessible place.

All committees of the Board, unless otherwise directed, shall prepare and submit minutes or summary reports of committee meetings to the Board. Minutes or notes of committee meetings may be used to prepare the summary reports, and therefore may be deemed to be the final record of the committee without the attachment of minutes. Copies of the official minutes of all regularly scheduled meetings of the Board will be made available upon written request, excluding in-camera sessions, and committee meetings that prepare only summary reports.