Minutes of the Meetings

The minutes of the meetings of the board of education shall include:

A. the date, place and classification of the meeting (regular, special or emergency),
B. the call to order stating the time and the name and office of the person presiding,
C. the record of the roll call of board members,
D. a notation of the presence or absence of the superintendent,
E. a record of any change to the published agenda,
F. a record of any corrections to the minutes of any previous meetings and the action approving them.
G. a record of any communications, petitions or reports presented to the board,
H. a record of each motion placed before the board and
   1. the member making the motion and the member seconding, if any, and
   2. the declaration of the person presiding that the motion passed or failed, and
   3. the name of each person voting aye or nay on other than unanimous votes.

All reports, resolutions, agreements, and other written documents which require board action may be made part of the minutes by reference only, but shall be kept on file as part of the permanent record.

The secretary of the board shall cause to be kept an accurate minutes of the proceedings of all meetings of the board except executive sessions. The secretary to the superintendent or a designee will take and prepare the actual minutes of all board meetings for board approval.

The minutes shall be permanently filed and kept in the superintendent's office after approval by the board. They shall be available for inspection by any citizen at any time the superintendent's office is open during regular business hours. The minutes shall not be removed from the superintendent's office.

The minutes will be kept and made available pursuant to the New Mexico Open Meetings Act and the New Mexico Open Records Act.

Rio Rancho Public Schools
Adopted: January 10, 1994
Revised: August 9, 1999