

<b>Section B:</b>  <b>School Board Operations</b>	<b>Knox County Board of Education Policy</b>		
	<b>Minutes</b>	Descriptor Term:	Descriptor Code:
			<b>B-165</b>
		Issued:	<b>7/95</b>
	Reviewed:	Revised:	
	<b>1/19</b>	<b>8/16</b>	

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The Director of Schools shall keep, or cause to be kept, complete and accurate minutes of all meetings of the Board.<sup>1</sup> The draft of the minutes of the previous meeting will be made available to all Board members with the posting of the agenda for the subsequent meeting. Following their approval by the Board, the minutes shall be signed by the Chair and Director of Schools.<sup>2</sup> The minutes shall become permanent records of the Board and shall be posted upon the Board of Education page of the Knox County Schools website immediately after approval by the Board.

The minutes shall include:

1. The nature of the meeting (regular or special), time, place, date, Board members present or absent, and the approval of the minutes of the preceding meeting;<sup>2,3</sup>
2. The record of all motions, proposals, and resolutions passed or denied by the Board, together with the names of the members making and seconding the motions, and a record of the members voting “aye” and “nay” in the event of a roll call vote;<sup>2,3</sup>
3. Reports, documents and objects relating to a formal motion may be omitted from the minutes, if they are referred to and identified by title and date;<sup>6</sup>
4. Names of persons addressing the Board and the purpose of their remarks; and
5. A brief account of those items discussed, and whether or not any motions were made regarding those items.

Legal References:

1. TCA § 49-2-301(b)(1)(C).
2. Robert’s Rules of Order, Article XV, § 48.
3. TCA § 8-44-104.
4. TCA § 10-7-503.
5. TCA § 49-2-203(a)(12).
6. Attorney General Opinion (June 11, 1979).

Approved as to Legal Form  
By Knox County Law Director 6/15/2016  
*/Gary T. Dupler/Deputy Law Director*