

## MINUTES

The treasurer will keep a record of all actions taken by the Board and will prepare minutes of the meeting. He/she will submit the minutes to the Board members prior to the next regular meeting.

The minutes of the preceding meeting will be approved by the Board as the first act of the regular meeting. These minutes will be signed by the president and treasurer.

A copy of all motions and the names of those who make the motions, second the motions, and those who vote aye and nay will be carefully recorded. The treasurer will record in the minutes all items of importance that may come before the Board for consideration even though no action regarding the same was taken. Official minutes will be bound and kept in the office of the Board of Education. Minutes will never be destroyed. They will be kept indefinitely.

Adopted: June 10, 1965  
Revised: November 16, 1988

LEGAL REFS.: ORC 121.22  
3313.26