

**1.02 THE DISTRICT SCHOOL BOARD**

E. Board Meetings

7. Minutes

The official minutes of the School Board shall be kept as prescribed by Florida Statutes. The minutes shall be kept in a safe place by the Superintendent and shall be made available to any person during normal business hours ~~the time the office is open to any citizen desiring to examine the minutes,~~ in accordance with Florida Law.

~~Only motions, resolutions, and the necessary information related thereto, the name of the person making the motion or submitting the resolution, the name of the person who seconds the motion, and the vote or action thereon shall be recorded. If any School Board member or the Superintendent wishes any of his/her statements recorded, he/she may request that such become a part of the official minutes. The minutes of the School Board shall include an audio or audio-visual digital or tape recording of the proceedings made by the School Board. The official minutes of the School Board shall also be kept as written action or summary minutes to include: the date and time called to order, the time adjourned, the name of the members present, motions, resolutions, actions and votes. It shall be the duty of each member of the School Board to see to it that both the matter and his or her vote thereon are properly recorded in the minutes. In the event that there is a technical malfunction in the preparation of audio or audio-visual recording of a meeting, that fact shall be noted in the written summary minutes and the summary minutes shall be the official minutes of that particular Board meeting. Any other matter may be made part of the official minutes by direction of the chairman or by a majority of the School Board.~~