Bylaw: Minutes

The Board must record the minutes of all meetings. The minutes must contain the
meeting time and place, members present and absent, and the substance of and
actions taken on all matters discussed. All votes must be recorded showing how each
member voted on each issue. Board members making a statement to be recorded in
the minutes shall include the words “for the record.” Votes to organize the Board may
be taken by secret ballot, but the minutes must indicate how many votes each
candidate received. All Board minutes are public records and must be open for public
inspection on the NDE website during normal business hours. Minutes shall be
written and available for inspection within ten working days, or prior to the next
convened meeting, whichever occurs earlier.

Secretary of the Board

As Secretary of the State Board of Education, the Commissioner of Education is
responsible for the accurate recording and maintenance of State Board of Education
meeting minutes. The Commissioner shall designate a staff member to act as the
recording secretary to record minutes during the meetings of the Board, record votes
and print the minutes for dissemination.

The Commissioner shall ensure that minutes record accurately attendance of the
Board members, meeting participants, times and dates, motions and votes, and other
actions of the Board as required by statute.

Whenever required for the purposes of clarity, minutes shall include attachments of
proposed documents and/or notations that clarify all actions of the Board. In addition
to the minutes, the Department shall also permanently retain in its records a copy of
the meeting agenda, support materials, and items distributed at the meeting.
Board Action History

- **7/1/80 – Prior BCBH**
  (No copies available of prior version)

- **12/7/84 – Prior 9326 BOP**
  (Renumbered)

- **12/8/95 – Prior B15**
  (Renumbered)

- **2/2/01 – Prior B15**
  (Changed provision for member statements and added secretary section.)

- **10/3/03 – Prior B15**
  (Added website reference)

- **9/7/06 – B15**
  (Same Bylaw text)

Cross-References

- 84-1413 – Minutes.