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**MEDICINE HAT PUBLIC BOARD OF EDUCATION OPERATES AS MEDICINE HAT PUBLIC SCHOOL DIVISION,
AND FOR THE PURPOSE OF THIS DOCUMENT WILL BE REFERRED TO AS "MHPSD" AND/OR "DIVISION"**

SECTION 200 – Board Governance

POLICY 206.4: MINUTES OF BOARD MEETINGS

BACKGROUND

The work of the Board of Trustees is carried out by means of duly constituted meetings. A record of all meetings and decisions made by the Board must be maintained as a matter of public record.

POLICY

The Board shall maintain and preserve a record of Regular and Special meetings in accordance with the following guidelines.

GUIDELINES

1. The Secretary Treasurer, and/or designate, is responsible for the recording of the minutes of Special Board meetings, unless excluded from the meeting in which case the Superintendent or a Trustee shall record the minutes.
2. The minutes shall record:
 - 2.1. Date, time, and place of meeting;
 - 2.2. Type of meeting;
 - 2.3. Name of presiding officer (Chair or Acting Chair);
 - 2.4. Names of those trustees and senior administration in attendance;
 - 2.5. Approval of preceding minutes (Regular Meeting);
 - 2.6. All resolutions, including the Board's disposition of the same, placed before the Board, are to be entered in full, along with a brief explanation as to why the matter is before the Board;
 - 2.7. Names of persons making the motions;
 - 2.8. Points of order and appeals;
 - 2.9. Appointments;
 - 2.10. Receipt of reports of committees;
 - 2.11. Recording of the vote on all motions; and
 - 2.12. The time of adjournment.
3. The minutes shall:
 - 3.1. Be prepared as directed by the Superintendent;

- 3.2. Be reviewed by the Superintendent prior to submission to the Board;
 - 3.3. Be considered an unofficial record of proceedings until such time as adopted by a resolution of the Board; and
 - 3.4. Upon adoption by the Board, be deemed to be the official and sole record of the Board's business.
- 3.5. The Secretary Treasurer, or designate, shall ensure, upon acceptance by the Board, that appropriate signatures are placed on the approved minutes.
- 3.6. The Secretary Treasurer, or designate, will establish and maintain a file of all Board minutes.
- 3.7. The approved minutes of a Regular and Special meeting shall be posted to the website within one week of the meeting in which they were approved, unless there is a legitimate reason to delay the posting. The Superintendent, or designate, is responsible to distribute and post the approved minutes.
4. As part of its ongoing effort to keep staff and the public fully informed concerning its affairs and actions, the Board expects the Superintendent to institute and maintain effective and appropriate procedures for the prompt dissemination of information about decisions made at all Board meetings.

ADMINISTRATIVE PROCEDURE

[206 P 001 – Minutes of Meetings](#)

REFERENCES

Alberta Education Act

Education Act - Board Procedures Regulation

Approved: December 10, 2019

