

## BOARD MEETINGS

### Section 12 - Minutes

The Board shall keep minutes of all meetings showing the time and place, members present and absent, the substance of all matters discussed, and other matters required by law. The resignation of a Board member or any other circumstance that results in a vacancy in office shall be made a part of the minutes.

The minutes shall be prepared by the recording secretary immediately following the meeting. The minutes shall be written and available for inspection by the public and for distribution to the members of the Board within 10 working days, or prior to the next convened meeting, whichever occurs earlier. Copies of the minutes will be signed by the president and secretary and, along with all reports or documents cited in the minutes, shall become the official records of the proceedings of the Board. The minutes shall be a part of the agenda for the next regular meeting at which time they shall be corrected, if necessary, and approved. The minutes shall be kept in the office of the administrator. The minutes are public records and are open to public inspection during normal business hours.

Legal Reference:	Nebraska Statute: 79-570; 84-1413
Date of Adoption:	6/18/19
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