

Policy 7.2

MINUTES

The work of the Board of Education 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.

1. The minutes shall be prepared as directed by the Secretary-Treasurer and be considered an unofficial record of proceedings until such time as adopted by a resolution of the Board; and upon adoption by the Board, be deemed to be the official and sole record of the Board's business.
2. The Secretary-Treasurer shall ensure that, upon acceptance by the Board, appropriate initials are appended to each page of the minutes, and that appropriate signatures are affixed to the concluding page of the minutes.
3. The Secretary-Treasurer shall establish a codification system for resolutions which will:
 - 3.1 Provide for ready identification as to the meeting at which it was considered.
 - 3.2 Provide for cross-referencing with resolutions of similar nature adopted by the Board at previous meetings; and
 - 3.3 Establish and maintain a file of all Board minutes.
4. All Committees of the Board shall prepare and submit minutes or a report to the Board.
5. As part of its ongoing effort to keep staff and the public fully informed concerning its affairs and actions, the Board directs the Superintendent to institute and maintain effective and appropriate procedures for the prompt dissemination of information about decisions made at all Board meetings.
6. The approved minutes of a regular or special meeting shall be posted to the website within 48 hours or 2 regular business days following approval. The Secretary-Treasurer is responsible to post the approved minutes.

SD No. 40 (New Westminster)

Adopted: January 28, 2025