

PROCEDURE FOR TAKING MINUTES

I. Scope and Application

North Carolina Open Meetings law requires that the Pitt County Board of Education keep full and accurate minutes of all “official meetings” such as regularly scheduled Board meetings and Committee meetings. The minutes of a meeting are the official, legal record of the business conducted.

“Official meeting” means a meeting, assembly, or gathering together at any time or place or the simultaneous communication by conference telephone or other electronic means of a majority of the members of a public body for the purpose of conducting hearings, participating in deliberations, or voting upon or otherwise transacting the public business within the jurisdiction, real or apparent, of the public body. However, a social meeting or other informal assembly or gathering together of the members of a public body does not constitute an official meeting.

II. Taking Minutes of a Meeting

- A. Record the name of the body that is meeting (Board of Education, Board Committee, etc.) and the type of meeting being held (regular, special, etc.). Note the meeting’s date, time, and location. Enter the name and title of the person presiding.
- B. Record the names of members who are present or absent in the minutes.
- C. Record the call to order by the presiding officer. Summarize the presiding officer’s opening remarks, along with any other preliminary actions (devotions, adoption of the agenda, etc.).
- D. Note the date of the body’s last Agenda meeting and the body’s action or the proposed draft of minutes from that meeting, approved or not, with changes stated.
- E. Specific corrections, if any, should be recorded in the current meeting’s minutes or the draft minutes may be amended to reflect the changes and adopted “as amended.” Summarize any reports, appointments, or assignments and attach to the minutes copies of those materials voted on by the public body.
- F. Include an account of each agenda item discussed at the meeting, recording all motions and resolutions in the exact wording used by the person making them. The names of members who move and second

motions should be recorded. Record the number of votes (pro and con) on each motion or resolution, and indicate whether it was approved or not.

- G. The names of those favoring, abstaining, recused from, or opposed to a motion will be recorded in the minutes.
- H. If a vote is "without objection," it should be so recorded in the minutes. For votes decided by standing or a show of hands, the count also should be recorded.
- I. Record the time that the meeting was adjourned.

III. Closed Sessions

When the Board meets in closed session, it must keep a general account of the closed session so that a person not in attendance would have a reasonable understanding of what transpired. The minutes and accounts are public records within the meaning of the Public Records Law, but the minutes or an account of a closed session conducted in compliance of the Open Meetings law may be withheld from public inspection if public inspection would frustrate the purpose of the closed session.

IV. Access and Preservation of Meeting Minutes

The Open Meetings law requires that, except as otherwise provided by law, minutes of each meeting, including minutes of all standing, special, or advisory committees or subcommittees, should become a public record and be made available to the public after approval. The minutes of Board of Education meetings must be promptly and accurately recorded in the Board minute book after Board approval. The minute book must be kept in the Board of Education's office and be open at all times to public inspection.

Last Revisions/Adoption: None

Legal References: N.C.G.S. 143-318.10 (All Official meetings of public bodies open to public)

Cross References: None