

**REGIONAL SCHOOL UNIT No. 67**

**MINUTES**

The Superintendent, in his/her role as Board Secretary, shall prepare and maintain accurate minutes of all meetings of the Board.

The minutes shall reflect the type of meeting (regular, special, or emergency), the date, time, and place of the meeting, and the names of the members present, those absent with excuse (if any), those late (if any), and those absent without excuse (if any).

The minutes shall include, at a minimum: the wording of motions and resolutions; the name of the Board member making the motion; the name of the Board member seconding the motion (if a second is required); the action taken; and the vote.

When a Board member abstains from voting because of a conflict of interest as defined by law, his/her abstention and reason for doing so shall be recorded in the minutes.

Draft (unapproved) minutes of meetings shall be distributed to all Board members prior to the meeting at which they are to be presented for approval. Draft (unapproved) minutes shall be posted on R.S.U. No. 67's website and may be inspected and copied by members of the public at the Office of the Superintendent. Draft (unapproved) minutes shall be stamped "draft" to indicate their status.

Draft (unapproved) minutes are public records subject to inspection and copying as provided by law. See 1 M.R.S.A. §§ 403(3), 408.

Board meeting minutes shall be acted upon by the Board at its next regular meeting. The Board's action on the minutes shall be reflected in the minutes of the meeting at which they are approved.

Approved minutes shall be permanently filed in the Office of the Superintendent, where they shall be available to the public for inspection and copying during normal business hours.

Approved Board minutes shall be posted on R.S.U. No. 67's website at [www.rsu67.org](http://www.rsu67.org).

Legal Reference: 1 MRSA §§ 402(3), 408

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20-A MRSA §§ 1004, 1055

30-A MRSA § 2605

Cross Reference: BBBDA - Board Declared Vacancy Caused by Absenteeism  
BEDI - Board Relations with the Media

Adopted: November 8, 2006

Revised: May 18, 2011; June 3, 2015, January 5, 2022