



Board Policy 260: Minutes

Board of Directors

Records of all meetings and transactions of the Board will be set forth in the official minutes of the Board. The minutes will be retained in a permanent file. The Secretary will prepare and act as custodian of the minutes and will make them available to any citizen desiring to examine them during usual office hours. The minutes will show the date, time and place of the meeting, the members present, the action taken and information sufficient to indicate the vote of each member present. A copy of the previous Board minutes is sent to each Board member in advance of the next regular Board meeting.

Date of Review: May 8, 2024

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Date of Adoption: February 21, 1977

Legal Reference

Iowa Code 21.3

Related Administrative Rules and Regulations

None

Revision History

March 12, 2014; November 10, 1993