

School Board--Methods of Operation

MINUTES--BOARD MEETINGS

The Superintendent of Schools, as Secretary to the Board, shall be responsible for the preparation and distribution of official minutes of Board meetings. (Florida Statute 230.23(1)). The Superintendent of Schools will designate a member of his/her secretarial staff to assist him/her in this responsibility. This person will be called the Recording Secretary to the Board.

I. Contents of Minutes

The minutes shall not be a verbatim record of the actions and proceedings of any meeting of the Board.

The minutes shall record all motions and resolutions, the names of the Board members making and seconding the motions and resolutions, essential explanatory and supporting information, and the vote thereon.

Each member of the Board shall be responsible for seeing that both the minutes and his/her vote are properly recorded.

If any member of the Board wishes any of his/her statements recorded, he/she may request during the meeting that such statement become a part of the minutes.

The minutes shall contain also the name of any individual appearing before the Board during "Scheduled Public Hearings," the substance of his/her remarks, and any action taken.

II. Distribution of Minutes

Minutes of each Board meeting shall be presented for approval either at the next regular meeting of the Board or at an intervening special meeting if the Board desires. Minutes do not become official until they have been formally approved by the Board (Florida Statute 230.23(1)(a)).

The Superintendent of Schools shall determine the distribution to members of the administrative staff.

III. Official Record of Minutes

The Superintendent of Schools, through the secretary designated in his/her office as Recording Secretary to the Board, shall provide for the maintenance of official minutes of the Board in accordance with Florida Statute 230.23.

IV. Examination of Official Minutes by the Public

Copies of the official minutes of the Board shall be available for examination by the general public at the following locations during their regular office hours:

- A. School Board Administration Building
 - 1. Office of Recording Secretary to the Board
 - 2. Citizen Information
- B. Miami Public Library

V. Making Copies of Official Minutes

Certified copies and extracts of official minutes of the Board which are requested for legal and other authorized purposes shall be prepared and certified by the Recording Secretary to the Board in the Office of the Superintendent of Schools.

VI. Minutes of Other Publicly Noticed Meetings

The Superintendent of Schools, in addition to the regularly scheduled Board meetings, special meetings, or scheduled Public Hearings, shall be responsible for the preparation and distribution of the minutes of all other publicly noticed meetings of the Board (i.e., workshops, ad-hoc committee meetings, etc.).

The official minutes of these meetings shall be approved as determined by the presiding officer at the meeting.

Specific Authority: 230.22(2); 230.23(22) F.S.

Law Implemented, Interpreted, or Made Specific: 230.23(1); 230.23005(10); 230.31; 230.33(3) F.S.

History: THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA

Repromulgated: 12-11-74

Amended: 11-6-96; 4-17-02