

# **POLICY BEDG**

## **Board of Education Las Cruces Public Schools**

---

**Related Entries:**

**Responsible Office:** Board of Education

### **MINUTES**

#### **I. PURPOSE**

The Board of Education is committed to the having and maintaining written minutes of all public Board meetings that are complete and accurate and in full compliance with state statute.

#### **II. POSITION**

A. Pursuant to New Mexico Statute, written minutes shall be kept of all public school Board meetings. Draft minutes shall be prepared within ten (10) working days after the meeting. Board minutes will be finalized and approved at the next regular monthly Board meeting, at which point they become official.

B. At the time minutes are approved by the Board, any tape or electronic recording of the proceedings will be erased.

The recording of the meeting for purposes of broadcasting the Board meeting on television does not constitute the videotape as the official record of the meeting.

C. Minutes shall include the following:

1. The nature of the meeting (regular, special or emergency), the date, time, place, members present (or participating electronically) and members absent.
2. Whether the Superintendent was present.
3. The substance of all proposals considered.
4. A record of any decisions made.
5. A record of all votes taken which shows how each member voted.

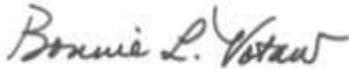
D. The minutes of the meeting of the Board of Education constitute the written record of the Board's action. For most purposes, the Board speaks only through the minutes, and it is by the minutes that the record of what the Board has done, or not done, is proven. Regardless of the importance of any discussion at the meeting, it is only that which is recorded in the minutes that becomes official.

- E. Members of the Board who are late to arrive at a Board meeting should be marked absent on the roll call. It is important that the entry of late members and the withdrawal of members present be recorded accurately in the minutes. Proper recording of these proceedings can prevent confusion.
- F. The clerk, or secretary, should attempt to include the wording of the motion, the name of the member making the motion, the name of the member seconding it, if applicable, the record of the vote on the motion, and the declaration of the presiding officer that the motion passed or failed, attested to by the clerk.
- G. The minutes will be available for public inspection in the school district offices after they have been approved by the Board. Minutes shall be maintained in an official record book designated for said purpose.

**III. REVIEW**

This policy shall be reviewed on an ongoing basis in accordance with the Board of Education policy review process.

*History:* Formerly Policy 160  
*Legal Reference:* 10-15-1 NMSA 1978



---

*Board of Education, President*

Oct. 21, 2008

---

*Date Approved*