

BEDG - MINUTES

The Superintendent, functioning as Board Secretary, prepare and maintain, complete and accurate minutes of all regular and special meetings of the board. These meetings are distinct from the rules that govern executive sessions, which can be found in policy BEC. The regular and special meeting minutes shall include:

- I. The type of meeting (regular, special, or emergency);
- II. The date, time and location of the meeting;
- III. The names of the members present, those absent with excuse (if any), and those absent without excuse (if any);
- IV. A record of all actions taken by the Board, 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, with the vote of each member recorded except in cases of unanimous votes;
- V. 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;
- VI. Resolutions and motions in full. Reports and documents referred to in formal motion need not be attached to the minutes provided that reference is made to where such materials are located;
- VII. A record of the disposition of all matters which the Board considered but did not take action; and
- VIII. The names of the members present and those absent.

Draft (unapproved) minutes of meetings will be distributed to all Board members prior to the meeting at which they are to be presented for approval. Draft (unapproved) minutes will be made available to the media upon request and may be inspected and copied by members of the public at the Office of the Superintendent and shall be stamped "draft" to indicate their status. Copies of the minutes of regular and special meetings of the Board shall be sent to the town manager, building principals, president of the Cape Elizabeth Education Association, student representatives, and the news media.

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

The minutes shall become permanent records of the Board, and shall be permanently filed in the Office of the Superintendent. Approved minutes shall be available to the public for inspection and copying during normal business hours.

Legal Reference:

- 1 MRSA §§ 402(3), 408
- 20-A MRSA §§ 1004, 1055
- 30-A MRSA § 260

Cross Reference:

- [BEDJ - Broadcasting, Taping, Recording of School Board Meetings](#)
- [BEC - Executive Sessions](#)
- [BE - School Board Meetings](#)

ADOPTED:

- October 9, 1984

Reviewed:

- December 4, 1991

Recoded:

- June 1998

Revised:

- March 8, 2005
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- October 14, 2025

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