

Minutes

The Superintendent, as Board Secretary, will prepare and maintain accurate minutes of all meetings of the Board.

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

When a Board member recuses from voting because of a conflict of interest as defined by law, recusal and reason for doing so will be recorded in the minutes.

Unapproved minutes of meetings will be distributed to all Board members prior to the meeting at which they are to be presented for approval. 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. Unapproved minutes will be watermarked “draft” to indicate their status. Upon being approved, the watermark will be removed.

Board meetings minutes will 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.

Copies of the minutes will be permanently stored in the Superintendent’s office, and/or posted on RSU 40’s website, and, upon request, will be made available to the public for inspection and copying during normal business hours.

Legal Reference: 1 M.R.S. §§402(3), 408
 1 M.R.S. §§403(3), 408
 20-A M.R.S. §§1004,1005
 30-A M.R.S. §§2605

Cross Reference: BBBE – Members of the Board of Directors Term of Office-Vacancies
 KDB – Public’s Right to Know Freedom of Information

Adopted: May 5, 2016

Revised: April 16, 2020