

	MURFREESBORO CITY SCHOOL BOARD POLICY		
	Descriptor Term:	Descriptor Number:	Date Adopted:
	MINUTES	BO 9	4/79
	Revision Adopted:		
	9/93; 2/01		

The secretary, or a competent clerk, shall keep complete records of the action of board meetings. The minutes shall be a complete record of each meeting including resolutions and motions in full. Papers not a part of a formal motion may be omitted if they are referred to and identified by some method.

Copies of the minutes of a meeting shall be sent to the members of the Board before the meeting at which they are to be approved. Corrections in the minutes may be made at the meeting at which they are to be approved. Permanent minutes shall be signed by the Director of Schools.

Legal References:

- T.C.A. 49-2-301(f)
- T.C.A. 8-44-104
- T.C.A. 10-7-503
- T.C.A. 49-2-203(a)(12)