

2360 MINUTES

The Board of Education shall maintain a complete and accurate set of minutes of each public meeting as recorded and assembled by the clerk. Such minutes shall constitute the official record of proceedings of the Board and shall be open to public inspection within two weeks of the regular Board meeting. Minutes of executive sessions, if any, shall be open to public inspection within one week of the meeting.

Individual votes of Board members must be recorded in any instance in which a vote is taken. In recording such votes, the names of the Board members shall be called in alphabetical order, and the record shall indicate the final vote of each Board member.

If a Board member is not present at the opening of a meeting, the subsequent arrival time of such member shall be indicated in the minutes.

A draft of the minutes of each meeting is to be forwarded to each member of the Board not later than the time the agenda for the next meeting is disseminated.

Minutes are public documents and thus shall be open to inspection by the public.

Ref:

Open Meetings Law, [Public Officers Law §§100](#) *et seq.*

Freedom of Information Law, [Public Officers Law §§84](#) *et seq.*

[Education Law §2121](#)

Adoption date: November 17, 2007

Rye Neck Union Free School District
