

MINUTES

The secretary of the Eastmont Board of Directors will keep the minutes of all Board meetings. Minutes become official after approval at the Board's next regularly scheduled meeting and will be retained as a permanent record of the District.

Minutes will be comprehensive and will show:

- A. The date, time, and place of the meeting;
- B. The presiding officer;
- C. Members in attendance;
- D. Items discussed during the meeting and the results of any voting that may have occurred;
- E. Action to recess for executive session with a general statement of the purpose;
- F. Time of adjournment; and
- G. Signature of presiding officer and date minutes approved.

Except in the case of an emergency meeting, and excluding executive sessions, all regular and special meetings of the Board of Directors at which a final action is taken or formal public testimony is accepted, will be audio recorded. The District will comply with Board Policy and all applicable state and federal laws related to retention and disclosure of audio recordings.

Unofficial minutes will be provided to Board members in advance of the next regularly scheduled meeting of the Board and will also be available to other interested citizens. Minutes need not be read publicly, provided that members have had an opportunity to review them before adoption.

A file of permanent minutes of all board meetings will be maintained in the office of the board secretary to be made available for inspection upon the request of any interested citizen. Except as otherwise provided by law, permanent minutes will not be destroyed until approved for destruction by the appropriate district personnel. Permanent minutes should be preserved in a manner that protects them from loss.

Cross Reference:

Board Policy 6570

Property and Data Management

Legal References:

RCW 28A.400.030

Superintendent's duties

RCW 40.14.070

Destruction, disposition, donation of local government records — Preservation for historical interest — Local records committee, duties — Record retention schedules — Sealed records — Peace and corrections officer personnel records

RCW 42.32.035

Minutes

Management Resources:

Policy & Legal News, July 2023

Policy News, April 2010