

Section 2-7.1. Minutes of all meetings required; public inspection allowed; closed meeting minutes; minutes of study committees and subcommittees; what is included in minutes. —

A. Minutes are recorded at all open meetings, approved by the School Board in regular session, signed by the clerk and chairman of the Board, and kept and stored in accordance with the provisions of the Code of Virginia. If minutes are required, they are posted on the school division's website within seven working days of their final approval.

B. Draft minutes and all other records of open meetings, including audio or audio/visual records, are public records open pursuant to the Virginia Freedom of Information Act.

C. Minutes may be taken during closed meetings of the School Board but are not required. Such minutes are not subject to mandatory public disclosure.

D. Minutes are not required to be taken at deliberations of study commissions or study committees, or any other committees or subcommittees appointed by the School Board except where the membership of any such commission, committee or subcommittee includes a majority of the School Board. If minutes are required, they are posted on the school division's website within seven working days of their final approval.

E. Minutes are in writing, are available electronically, and include, but are not limited to:

- (1) the date, time, and location of the meeting;
- (2) the members of the School Board recorded as present and absent;
- (3) a summary of the discussion on matters proposed, deliberated or decided; and
- (4) a record of any votes taken.

(Adopted: June 8, 1995; Revised November 16, 1995; Revised July 10, 2003; Ordinance Number 02/03-22; Effective: July 1, 2004; Revised October 12, 2017; Ordinance Number 17/18-8; Effective Date: October 12, 2017; Revised October 10, 2019; Ordinance Number 19/20-14; Effective Date: October 10, 2019)

Legal Authority - Virginia Code §§ 22.1-74, 2.2-3704, 2.2-3707, 2.2-3702.2, 2.2-3712 (1950), as amended.