

RULES OF THE MILWAUKEE BOARD OF SCHOOL DIRECTORS

BOARD RULE 1.15 BOARD PROCEEDINGS

(1) The Board Clerk/Director, Office of Board Governance, shall keep, or cause to be kept, complete records of meetings of the Board. These records shall be printed and shall be called "Proceedings of the Board of School Directors." They shall include:

- (a) a record of all actions taken by the Board, with the vote of each member recorded;
- (b) resolutions, motions, committee reports, and reports of the Superintendent and the Board Clerk/Director, Office of Board Governance, in full. Special documents relating to a formal motion may be omitted if they are referred to and identified by title and date;
- (c) a record of the disposition of all matters which the Board considered but did not take action upon.

(2) Copies of the printed proceedings shall become part of the permanent records of the Board and shall be in the custody of the Board Clerk/Director, Office of Board Governance. Individuals or organizations wishing to receive subscriptions to the Proceedings of the Board shall be charged a fee as determined by the Board Clerk/Director, Office of Board Governance, which fee shall cover the cost of paper, printing, and postage.

(3) Copies of the minutes shall be sent to all board members before the meeting at which the printed proceedings are to be approved.

(4) A court reporter shall take notes at regular meetings of the Board. The notes of the court reporter shall be kept in the Office of Board Governance.

History: Revised 11-19-15
Legal Ref.: W.S. 119.18 (2)

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