

Minutes

Minutes of any Charter Board meetings at which the adoption of any policy or formal action occurs or could occur shall be taken and promptly recorded. Such records shall be open to public inspection.

Meetings of the Charter Board are recorded to assist in assuring the accuracy of the official minutes. Recordings of Charter Board meetings shall be retained for a minimum of 90 days.

Official minutes of the meetings of the Charter Board constitute the written record of all proceedings of the Charter Board. Therefore, the minutes shall include:

1. The nature of the meeting, whether regular or special; time and place, members present; approval of the minutes of the preceding meeting or meetings.
2. A record of all actions taken by the Charter Board, the motion, the names of the members making the motion and seconding it; the record of the vote, with the vote of each member recorded when the vote is not unanimous. Reports and documents related to a formal motion may be omitted if they are referred to by title and date.
3. A record of all business that comes before the Charter Board through reports of the administrator and others and through communications from the staff and the public.
4. The names of all persons who speak before the Charter Board and the topic of their remarks.
5. A record that an executive session was held (if the Charter Board convened in executive session), including the names of those present and the topic of discussion, unless including names of individuals would reveal information that should remain confidential, the specific citation to the statute that authorizes the Charter Board to meet in executive session, and the amount of time the topic was discussed.
6. The record of adjournment.

The official minutes shall be signed by the secretary of the Charter Board.

The official minutes shall be in the custody of the Charter Board secretary and shall be made available to the public in accordance with the requirements of applicable state law. The official minutes will be posted on the website within 3 business days of their approval.

LEGAL REFS: C.R.S. 22-32-106 (Duties of the Secretary)

C.R.S. 22-32-108 (5)(d) (Board meetings-executive session minutes)

C.R.S. 22-32-109 (1)(e) (Specific Duties of the Board)

C.R.S. 24-6-402 (2)(d)(II) (Open Meetings Law-Minutes)

C.R.S. 24-6-402 (2)(d)(IV) (Outcome of a secret ballot vote must be recorded contemporaneously in the minutes.)

First Reading Date: 4-21-21

Adoption Date: 5-19-21

Lake George Charter School