



**Provo City School District**  
**Policy Series 1000: Board of Education**

**Policy No. 1415**

**Recordings and Minutes of Board Meetings**

*Open Meeting Recording and Minutes* Written minutes and a recording shall be kept of all open board meetings except site visits or traveling tours where no vote or action is taken by the Board, for which only written minutes shall be kept.

Written minutes shall include:

1. The date, time and place of the meeting;
2. The names of the members present and absent;
3. The substance of all matters proposed, discussed, or decided by the Board, which may include a summary of comments by Board members;
4. A record, by individual member, of each vote taken;
5. The name of each person who is not a Board member who, after being recognized by the presiding Board member, presented testimony or comments to the Board and a brief summary of their testimony or comments;
6. Any other information that is a record of the proceedings of the meeting that any member requests be entered in the recording and minutes.

The recording shall be a complete and unedited recording of all open portions of the meeting from the commencement of the meeting until the meeting's adjournment, and shall be labeled or identified with the date, time, and place of the meeting.

*Approval of and Availability of Minutes and Recordings of Board meetings* The recording of an open board meeting is a public record and shall be available to the public for listening within three business days after the end of the meeting.

The written minutes of an open board meeting are public records. The Board shall establish and implement procedures for correction of and formal approval of meeting minutes. Prior to approval, the minutes are considered "pending minutes." Pending minutes shall be made available to the public within a reasonable time after the meeting. Upon formal approval by the Board, the written minutes of the meeting shall be the official record of the actions taken at the meeting. Approved minutes shall be made available to the public within three business days after they are approved by the Board.

Pending minutes of a board meeting shall include the following notice in prominent, easily visible type: "These minutes have not yet been formally approved by the Board of Education and until such formal approval are subject to change."

*Closed Meeting Recording and Minutes* Except when the reason for closing the meeting is the discussion of personal information (the character, professional competence, or health of an individual) or security issues, as specified in Policy BEC, a recording shall be kept of all closed

meetings and written minutes may be kept of closed meetings. Such recordings, and any minutes shall include:

1. The date, time and place of the meeting;
2. The names of members present and absent; and
3. The names of all others present except where such disclosure would compromise the confidential nature of the issues being discussed or otherwise infringe the privacy rights of the others present.

When kept, recordings of closed meetings shall be complete and unedited recordings of all portions of the closed meeting, and shall be labeled or identified with the date, time, and place of the closed meeting.

Where a meeting is closed for the purpose of discussing either security issues or the character, professional competence, or health of an individual, as specified in Policy BEC, the meeting shall not be recorded and no minutes shall be kept.

*No Secret Ballot* No vote shall be taken by secret ballot.

*Closed Meeting Recordings and Minutes are Protected* All recordings and minutes of closed meetings are hereby designated as “Protected Records” under the Government Records Access Management Act.

#### Legal References

Utah Code Ann. § 52-4-203(1), (2), (3) (2013)

Utah Code Ann. § 52-4-203(4)(f) (2013)

Utah Code Ann. § 52-4-206 (2006)

Utah Code Ann. § 52-4-203(2)(d) (2013)

Utah Code Ann. § 52-4-206(5) (2006)

Utah Code Ann. § 63G-2-101 et seq.

#### Synopsis

Open Meeting Recording and Minutes

Approval of and Availability of Minutes and Recordings

Closed Meeting Recording and Minutes

No Secret Ballot

Closed Meeting Recordings and Minutes are Protected

Closed Meeting Recordings and Minutes are Protected

Approved by Board of Education:

August 13, 2013