



## Committee Minutes

07.16.2013

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### Question:

We have a policy committee that meets monthly to bring recommendations for our local governance policies. These recommendations are then provided to our School Board where policies go through the first and second readings before formal approval. On the committee we have representation from the Board, administration, staff, and community and follow guidance by the Board. Our question is whether it is necessary (required) for the committee to keep official minutes.

### Answer:

This question is similar to one ISBA has received before in regard to whether committee meetings need to be posted. For both questions, our attorneys advise taking the safe route. You will never get in trouble for giving too much notice or for taking minutes of a meeting. Our advice is to have someone keep some form of minutes. These would not have to be detailed, but rather very general as to who was present, subjects of discussion, and any decisions or recommendations to be made to the full Board.

Additionally, the Attorney General's Office recommends that it is always safest to err on the side of following the open meetings laws – thus, posting notice and taking minutes of a committee meeting, even if you do not have a full quorum of the Board. Erring on the side of caution also gives the District protection and cover should there ever be an accusation that the District was not following the law.

contact us with your question:



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