

<b>Section B:</b>  <b>School Board Operations</b>	<b>Knox County Board of Education Policy</b>			
	<b>Minutes</b>	Descriptor Term:	Descriptor Code:	Issued:
			<b>B-165</b>	<b>7/95</b>
			Reviewed:	Revised:
	<b>10/24</b>	<b>8/16</b>		

1  
2 The Director of Schools shall keep, or cause to be kept, complete and accurate minutes of all meetings of  
3 the Board.<sup>1</sup> The draft of the minutes of the previous meeting will be made available to all Board members  
4 with the posting of the agenda for the subsequent meeting. Following their approval by the Board, the  
5 minutes shall be signed by the Chair and Director of Schools.<sup>2</sup> The minutes shall become permanent  
6 records of the Board and shall be posted upon the Board of Education page of the Knox County Schools  
7 website immediately after approval by the Board.

8  
9 The minutes shall include:

- 10  
11 1. The nature of the meeting (regular or special), time, place, date, Board members present or absent,  
12 and the approval of the minutes of the preceding meeting;<sup>2,3</sup>  
13  
14 2. The record of all motions, proposals, and resolutions passed or denied by the Board, together with  
15 the names of the members making and seconding the motions, and a record of the members voting  
16 “aye” and “nay” in the event of a roll call vote;<sup>2,3</sup>  
17  
18 3. Reports, documents and objects relating to a formal motion may be omitted from the minutes, if  
19 they are referred to and identified by title and date;<sup>6</sup>  
20  
21 4. Names of persons addressing the Board and the purpose of their remarks; and  
22  
23 5. A brief account of those items discussed, and whether or not any motions were made regarding  
24 those items.  
25  
26  
27  
28  
29

30  
31 Legal References:  
32  
33 1. T.C.A. § 49-2-301(b)(1)(C).  
34 2. Robert’s Rules of Order, Article XV, § 48.  
35 3. T.C.A. § 8-44-104.  
36 4. T.C.A. § 10-7-503.  
37 5. T.C.A. § 49-2-203(a)(12).  
38 6. Attorney General Opinion (June 11, 1979).

39 Approved as to Legal Form  
40 By Knox County Law Director 1/11/2024  
41 /Gary T. Dupler/Deputy Law Director