

## MINUTES

Minutes are taken at all open meetings, approved by the Regional School Board in regular session, signed by the clerk and chair of the Board, and kept and stored in accordance with the provisions of the Code of Virginia.

Minutes of open School Board meetings are posted on the school division's website within seven working days of their final approval.

Draft minutes and all other records of open meetings, including audio or audio/visual records, are public records open pursuant to the Virginia Freedom of Information Act as described in Policy 6000 Requests for Public Records and Regulation 6000-R Requests for Public Records.

Minutes may be taken during closed meetings of the Regional School Board, but are not required. Such minutes are not subject to mandatory public disclosure.

Minutes are not required to be taken at deliberations of study commissions or study committees, or any other committees or subcommittees appointed by the Regional School Board except where the membership of any such commission, committee or subcommittee includes a majority of the Regional School Board. If minutes are required, they are posted on the school's website within seven working days of their final approval.

Minutes are in writing and shall include, but are not limited to

- the date, time, and location of the meeting;
- the members of the Regional School Board recorded as present and absent; and
- a summary of the discussion on matters proposed, deliberated or decided; and
- a record of any votes taken.

Adopted: May 21, 2015

Amended: September 14, 2017

Amended: October 17, 2019

Amended: August 19, 2021

Amended: October 20, 2022

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Legal Ref.: Code of Virginia, 1950, as amended, §§ 2.2-3701, 2.2-3704, 2.2-3707, 2.2-3712, 22.1-74.

Cross Refs.: Pol No. 1014            Closed Meetings  
                  Pol No. 6000            Requests for Public Records  
                  Reg No. 6000-R        Regulation: Requests for Public Records