

# Series 200 – School/Board of Directors

Policy Title: **Meetings of the Board, Defined**

Policy Code No. 211

Any gathering of a majority of Board members, either formal or informal, in which deliberation of an issue within the jurisdiction of the board takes place, is defined as a board meeting. All such meetings, unless specifically exempt from the open meetings law, are required to have proper notification, public access, open Board discussion and voting by the Board members on the issues properly before the Board, and a public record of the proceeding in the form of written minutes. A gathering for the purpose of social or ministerial action shall not constitute a Board meeting unless a discussion of policy takes place.

All public Board meetings shall be conducted in accordance with the provisions of Iowa law. The Board Secretary shall be responsible for public notification of all meetings, arranging for tape-recording (when necessary), and making minutes of all meetings, and retaining appropriate minutes and records as required by law.

The minutes shall be kept on file as the permanent official records of school legislation for the district. The Board Secretary shall be the authorized deputy of the Board to maintain the minutes and shall make them available to any citizen who wishes to examine them during usual office hours.

Date of Adoption	08/14/1989
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Legal Ref.: Iowa Code §§ 21, 279.1-.2 (2013).  
1982 Op. Att'y Gen. 162.  
1980 Op. Att'y Gen. 167.

Cross Ref.:	208	Ad Hoc Committees
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