

BOARD MEETING MINUTES

Code **BCBH**

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Constitutional and Statutory Provisions:

Code of Laws of South Carolina, 1976, as amended: § 59-5-50. The secretary shall keep the minutes of proceedings of the State Board. The minutes shall be kept in the office of the State Superintendent of Education and shall be open to inspection by the public. (§ 59-5-50, S.C. Code)

Code of Laws of South Carolina, 1976, as amended - § 30-4-90(a)(b)(c):

- (a) All public bodies shall keep written minutes of all of their public meetings. Such minutes shall include but need not be limited to:
 - (1) The date, time and place of the meeting.
 - (2) The members of the public body recorded as either present or absent.
 - (3) The substance of all matters proposed, discussed or decided and, at the request of any member, a record, by an individual member, of any votes taken.
 - (4) Any other information that any member of the public body requests be included or reflected in the minutes.
- (b) The minutes shall be public records and shall be available within a reasonable time after the meeting except where such disclosures would be inconsistent with § 30-4-70 of this chapter.
- (c) All or any part of a meeting of a public body may be recorded by any person in attendance by means of a tape recorder or any other means of sonic reproduction, except when a meeting is closed pursuant to § 30-4-70 of this chapter, provided that in so recording there is no active interference with the conduct of the meeting. *Provided*, further, that the public body shall not be required to furnish recording facilities or equipment.

State Board Policy:

The State Superintendent, as Secretary to the Board, shall have recorded the minutes of the proceedings of the Board. The official minutes of the State Board of Education shall be kept in the Office of the State Superintendent and shall be open to inspection by the public.

A copy of the minutes of a meeting of the Board shall be mailed to each Board member and the minutes shall be approved at the succeeding meeting. The minutes shall not be considered official unless and until approved by the Board.

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Recording Public Speakers Comments During Public Comment Period

The minutes will reflect only the speaker's name, organization and topic of discussion. An audio recording is made for each meeting's public speaking session and will be filed. A copy of this recording may be obtained for a fee. A copy of any preprinted public speaker's comments handed out at the meeting shall be attached to the minutes.