

MINUTES

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

Minutes of open Essex County School Board meetings are posted on the Essex County Public Schools 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 KBA Requests for Public Records and Regulation KBA-R Requests for Public Records.

Minutes may be taken during closed meetings of the Essex County 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 Essex County School Board except where the membership of any such commission, committee or subcommittee includes a majority of the Essex County School Board. If minutes are required, they are posted on the Essex County Public Schools division's website within seven working days of their final approval.

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

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

Adopted: April 8, 2019

Revised: May 8, 2023

Legal Ref.: Code of Virginia, 1950, as amended, §§ 2.2-3704, 2.2-3707, 2.2-3707.2, 2.2-3712, 22.1-74.

Cross Refs.: BDC
BDD

Closed Meetings
Electronic Participation in School Board Meetings
from Remote Locations

BDDL (Optional)	Electronic Participation in Committee Meetings from Remote Locations
KBA	Requests for Public Records
KBA-R	Requests for Public Records