

## **BEDG—Minutes**

Written or recorded minutes shall be taken of all regular and special Board meetings, including executive sessions, and shall include the information required by Idaho Open Meeting Laws. The written minutes or recording shall be available for public inspection, except for confidential executive session minutes. Written minutes or a recording not yet approved by the Board shall be marked as "Draft" or "Unapproved." The minutes or recording shall not be withheld from the public pending approval and must be in a form readily accessible to the public.

Minutes of **Executive** Sessions shall be limited to a specific reference to the Idaho code subsection authorizing the **executive session** and sufficient detail to provide the general subject matter to identify the purpose and topic of the **executive session**.

a. The roll call vote to go into **executive session** shall be recorded in the minutes.

b. The minutes shall not contain information that would compromise the purpose of going into **executive session**.

3. When issues are discussed that may require a detailed record, the Board may direct the Clerk to record the discussion verbatim.

### Items Not for Public Record

All shorthand notes, transcripts, tapes or other preliminary information developed or derived for the intent or use to complete the minutes are not public record, and will not be released to any individual.

Copies of unapproved written minutes, in print or digital form, shall be distributed to all Board members prior to the next meeting. The Board will take action at a subsequent meeting to amend and/or approve the written minutes.

The Board Secretary, Administrator, or Administrator's designee, shall oversee the preparation of written or recorded minutes of all executive sessions. The Administrator will provide confidential copies of unapproved written minutes, in print or digital form, to all Board members prior to the next meeting.

The Administrator shall assure that permanent archival files of all approved Board meeting minutes and related required materials are maintained in accordance with law.

Regular and Special Board meeting minutes shall be filed separately from Board executive session minutes.