

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.

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.