

**BOARD OF TRUSTEES**  
*Series 200*

Policy Title: MEETING PROCEDURES

Code: 203.5

All meetings of the Board of Trustees of any school district must be open to the public and all persons shall be permitted to attend any meeting with the exception of duly convened executive sessions.

A complete and accurate set of minutes shall be kept of each board meeting. All minutes shall be available to the public within a reasonable amount of time after the meeting and shall include at least the following:

1. All members of the board present,
2. All motions, resolutions, orders or policies proposed and their disposition, and
3. The result of all votes and, at the request of a member, the vote of each member by name.

Minutes of executive sessions shall contain sufficient detail to convey the general tenor of the meetings.

All meetings shall conform to the provisions of Section 67-2340 through 67-2345 Idaho Code.

Date of Adoption:  
April 20, 1998  
Readopted: 7/19/99, 7/19/04

Legal Reference: Idaho Code  
Sections 33-507, 508, 510, &  
67-2340 through 67-2345

Related Reference:  
Law of Education in Idaho, Vol. 1, 200 Series