



Bath County High School

School Based Decision Making Policy

Policy Topic Description:

SBDM Minutes

Council Policy Type (Check One):



By-Laws (Council Operations Policies)



Function (School Operational Policies)

Policy Number:

1.09

Policy Statement:

Formal minutes shall be maintained on all council motions. Discussion that occurs does not have to be documented in its entirety. The chairperson may appoint a secretary or clerk to record motions as they occur. In the absence of a salaried secretary, the chairperson shall be responsible for drafting the minutes in their official form and maintaining them in a formal ledger (notebook).

The council speaks officially through "hard copy" minutes only – that is, to be official, motions made or actions taken must be recorded in the minutes and the council, at the next regular meeting, must approve the minutes. No final actions shall be taken on any policy at the same meeting in which it was introduced. Minutes can only be amended to correct errors or to clarify meaning. Amending the minutes cannot change the action, purpose of the motion, or votes correctly recorded. The official minutes shall be kept in the principal's office and must be available upon request for viewing. If any motion or action is taken that creates or adds a new policy, the entire text of the policy shall be attached or included in the minutes. Unofficial minutes shall be posted in the faculty/staff lounge or on an SBDM bulletin board (if one is available in the school).

Date Adopted: 05/13/2014

Signature: _____

Paul W. Prater

Council Chairperson

Date Revised: 07/13/2010