

Minutes

The Board Secretary will record a complete and accurate set of minutes for each regular and special Board meeting. Approved minutes will be signed by the Clerk and one other officer of the Board. The minutes of executive sessions will be maintained in a confidential file in the District Administrator's office. Other official minutes will be maintained by the executive secretary to the District Administrator.

Minutes constitute the official record of the proceedings of the Board and will include:

1. A record of all actions taken by the Board, including all votes
2. A record of all resolutions, orders, procedures and motions in full
3. A record of all expenditures

Approved minutes of regular and special Board meetings shall be submitted to the Stanley Republican within 45 days after the meeting is held. Minutes of all Board and committee meetings and the record of expenditures shall be available to the public upon request to the District office in accordance with Wisconsin Statute 19.35.