

## **Procedure Regarding Minutes of Meetings**

**8376**

Copies of the minutes shall be sent to all Committee members, to each school building in the Union, to P.T.A. and Parent Club presidents, and to the president of the Penobscot Teachers' Association.

The minutes shall follow the generally accepted pattern in form. The minutes shall record all motions, show names of persons making and seconding motions and record the vote on motions unless it is unanimous, in which case it shall so state; record all resolutions, bids considered, contracts awarded, employment, severance of services, policies adopted, approval of purchases and expenditures; and in general constitute the legal record of all actions of the School Committee.

The minutes, after correction and approval, shall be signed by the Chairman and the Secretary to the Committee.

Adopted: Joint School Committee July 1, 1974  
Blue Hill School Committee July 3, 1974  
Castine School Committee July 9, 1974  
Penobscot School Committee July 11, 1974

### **Cross Reference**

Policy 8376