

MINUTES

A complete and accurate set of minutes of each Board meeting shall be kept by the Board Clerk and posted on the District website upon approval. The minutes shall constitute the official record of proceedings of the Board.

A copy of all motions shall be carefully recorded in the minutes. The names of those who make motions, those who second motions and those who vote ayes and nays shall also be recorded in the minutes.

The minutes shall be approved by the Board and signed by the Board Clerk as an action of the regular Board meeting. The official minutes shall be permanently kept by the District office. All records of the Board shall be available for public inspection.

The “unofficial” (not yet Board approved) minutes of the Annual Meeting shall be posted on the District Website in a timely manner. The “unofficial” minutes shall be replaced with the “official” Annual Meeting minutes upon approval.

The minutes of regular or special Board meetings shall be submitted for publication as prescribed by law.

LEGAL REF.: Section 19.21 - Wisconsin Statutes
 Section 19.88 - Wisconsin Statutes
 Section 120.11(4) - Wisconsin Statutes

CROSS REF.: 141 – Board Officers
 183 – Voting
 823 – Access to Public Records

APPROVED: January 13, 1981
 February 12, 1985
 May 22, 1990
 January 15, 2007
 December 15, 2008
 SEPTEMBER 15, 2014