

Henniker Procedures for Minute Taking

1. The Minutes of the Henniker School Board Meetings will include:
 - Board name, date of meeting, location of the meeting, names of those present in an official capacity.
 - Names of others should they choose to introduce themselves – or the attachment of the signature page of those wishing to speak in the Citizen Speak portion of the meeting.
 - The time the meeting began and ended.
 - Final motions exactly as made and seconded as well as the vote on the motion by the members.
 - Summary of major points made in reports and discussions.
 - Attachments of documents relevant to the Boards' agenda, motions and discussions.
 - Follow-up summary: who agreed to do what.

2. The Minutes will not include:
 - Point-by-point accounts of discussions.
 - Specifying who said what in a discussion.
 - Drafts and revisions of motions.
 - Extraneous material that is not pertinent to an agenda item under discussion.

Board members may request the Board chair to instruct the secretary to include specific information in the minutes that is relevant for ensuring public discourse, especially on controversial issues.

3. Adopting/Correcting the Minutes
 - A Board member will move to adopt the minutes before discussion begins.
 - Corrections to the minutes will address the bulleted items in #1 only.
 - When corrections are offered, the Board Chair will respond, "If there is no objection, the minutes will be corrected to reflect (repeats correction to be made)." When all corrections have been made, the Chair will note that the minutes will be voted on as corrected.
 - If there is an objection to correcting the minutes, the Chairman will repeat the correction and the Board members will vote on each correction.
 - Once the minutes are adopted, a majority vote (3/5's of the members) is required to amend the minutes at a later time.

Procedures based on documents from Brushy Fork Institute and Attorney Gordon Buck.