

## **BOARD OF DIRECTORS**

### Minutes

The recording Secretary of the Board, or his/her designee, shall record the minutes of all meetings of the Board of Directors. Copies shall be delivered to Board members in advance of the next subsequent meeting. Minutes become official after approval by the Board, and will then be available to interested citizens on the KSD website or upon request.

Minutes shall be descriptive of the meeting and shall include a reference to each item discussed regardless of the action taken. All action taken during the meeting must be fully and accurately recorded in the minutes. Minutes need not be read publicly, provided the Board members have had an opportunity to review them.

A file of minutes of all Board meetings will be maintained in the office of the Secretary of the Board, to be made available for inspection upon the request of any interested citizen.

Legal Reference:      RCW    [28A.400.030](#)    Superintendent's Duties  
   [28A.330.050](#)    Duties of Superintendent as Secretary of  
   Board  
   [42.32.030](#)      Public Meetings--Minutes

Adopted: June 10, 1992