

N E W J E R S E Y S C H O O L B O A R D S A S S O C I A T I O N

GOVERNANCE & OPERATIONS

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**GOVERNANCE PROCEDURES
MINUTES OF BOARD OF DIRECTORS' MEETINGS**

Minutes of Board of Directors' Meetings

The minutes of each regular and special meeting of the Board of Directors shall be recorded, approved and maintained as permanent records. Seven calendar days prior to each meeting of the Board of Directors, the minutes of the previous meeting shall be sent to all Board of Directors Members and Alternates and copies shall be made available to interested members of the public at the meeting.

Minutes of closed meetings of the Board of Directors shall be recorded, approved and maintained as permanent records, but shall remain confidential until such time as their release will not defeat or compromise the purpose of the closed meeting. That such a meeting will be or was held will be recorded in the minutes of the preceding or subsequent regular meeting.

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