

SCIOTO COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

POLICY 1.09 MINUTES OF PROCEEDINGS

A. Preparation

In accordance with ORC Section 121.22 the minutes of a regular or special, or sub-committee meeting of the Board shall be promptly prepared, filed and maintained, and shall be open to public inspection. The minutes need only reflect the general subject matter of discussions in executive sessions authorized under applicable sections of ORC 121.22 Division (G).

B. Storage

The originals of the minutes shall be retained in an easily accessible manner in the Board's Administrative Offices.

Original, signed Resolutions of the Board need not be stored with the minutes, but may be maintained separately in the Board's Administrative Offices.

C. Certification

The Board's Recording Secretary shall certify the original copy as being true, correct and exact once they are approved by the Board as a whole.

B. Distribution

1. Copies of the minutes shall be prepared promptly after each meeting and shall be distributed to the Superintendent and to the Board members.
2. Additional copies of the Board minutes may not be issued at County expense. Copies minutes and all public records may be obtained by any individual at a charge established by the Board in the Public Records Policy.

C. Approval

The minutes of the preceding meeting(s), with any changes made by a motion properly made and carried, or as directed by the President without objection, shall be approved by the Board and signed by the Recording Secretary as the first act of each regular meeting.

D. Custody and Availability

The official minutes and related documents of the Board shall be permanently filed in the Board's Administrative Offices and shall be made available to any one desiring to examine them during normal work hours.