

Policy 124: Minutes for Board and Committee Meetings

Meetings of the Board of Education of Schools District No. 8 (Kootenay Lake) (the “Board”) or its Committees, shall be recorded, in compliance with the School Act¹.

To provide a framework for consistency in minutes taken for the Board and any of its Committees, the Board shall develop and maintain an Administrative Procedure 124.1 - Minute Taking Standards for Board and Committee Minutes, which shall require minutes to:

- Follow best parliamentary practices for a Corporate Board²;
- Record the procedures required of Boards in the School Act³;
- Record any procedures for conducting business per Robert’s Rules of Order⁴; and
- Follow the effective minute-taking practices table by Eli Mina, M.Sc., P.R.P⁵.

¹ [School Act - Section 72](#)

² [School Act - Section 65](#)

³ [School Act - Part 6](#)

⁴ [Robert’s Rules of Order Newly Revised \(11th Edition\)](#)

⁵ [Effective minute-taking practices table by Eli Mina, M.Sc., P.R.P](#)

Related Legislation: [School Act of British Columbia](#)

Related Publications: [Robert’s Rules of Order Newly Revised \(11th Edition\)](#), Effective minute-taking practices table by Eli Mina, M.Sc., P.R.P (as at May, 2020)

Related Policies & Procedures: Policy 124: Minutes for Board & Committee Meetings, AP124.1: Minute Taking Standards for Board and Committee Minutes, Policy 121: Committee Structure

Adopted: June 23, 2020