 <p>Nebraska Department of Education Policy and Reference Manual</p>	<p>Bylaw Number B15</p>	<p>Page Number 1 of 2</p>
<p>State Board Bylaw B15 Board Minutes</p>	<p>Created: 1980 Last Revised: 2021 Reviewed: 1984, 1995, 2001, 2003, 2006, 2013, 2017, 2021 Approved: 08/05/2021</p>	

The Board must record the minutes of all meetings it holds that are subject to the Nebraska Open Meetings Act (*Neb. Rev. Stat. §84-1407 et seq.*). The minutes must contain the meeting time and place, members present and absent, and the substance of and actions taken on all matters discussed. All votes must be recorded showing how each member voted on each issue. Board members making a statement to be recorded in the minutes shall include the words “for the record.” Votes to organize the Board may be taken by secret ballot, but the minutes must indicate how many votes each candidate received. All Board minutes are public records and must be open for public inspection on the NDE website during normal business hours. Minutes shall be written and available for inspection within ten working days, or prior to the next convened meeting, whichever occurs earlier.


When the Board meets or is functioning in a quasi-judicial capacity to decide a contested case or recommended decision from the Professional Practices Commission, no minutes as described above are necessary, but all votes must be recorded showing how each member voted and the same shall appear on the Board’s Final Order.

Secretary of the Board

As Secretary of the State Board of Education, the Commissioner of Education is responsible for the accurate recording and maintenance of State Board of Education meeting minutes. The Commissioner shall designate a staff member to act as the recording secretary to record minutes during the meetings of the Board, record votes and print the minutes for dissemination.

The Commissioner shall ensure that minutes record accurately attendance of the Board members, meeting participants, times and dates, motions and votes, and other actions of the Board as required by statute.

Whenever required for the purposes of clarity, minutes shall include attachments of proposed documents and/or notations that clarify all actions of the Board. In addition to the minutes, the Department shall also permanently retain in its records a copy of the meeting agenda, support materials, and items distributed at the meeting.

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Board Action History

- 7/1/80 – Prior BCBH
(No copies available of prior version)
- 12/7/84 – Prior 9326 BOP
(Renumbered)
- 12/8/95 – Prior B15
(Renumbered)
- 2/2/01 – Prior B15
(Changed provision for member statements and added secretary section.)
- 10/3/03 – Prior B15
(Added website reference)
- 9/7/06 – B15
(Same Bylaw text)
- 3/3/2017 – B15
(Reorganized Board Policy Reference Manual with new designated letters for categories of policy [P], bylaws [B] and position statements [S].)
- 8/5/2021 – B15
Four year review by Policy Committee, added language to specify when the requirements for minutes applies and it's lack of applicability in quasi-judicial settings.)

Cross-References

- 84-1413 R.R.S. – Minutes.