

## **B-10 BOARD MINUTES**

A complete and accurate set of minutes of each Board meeting shall be kept by the Superintendent or his/her designee. A copy of the minutes shall be distributed to each member following each meeting. After approval of minutes by the Board, they shall be entered in an official record book, signed by the President and the Superintendent and open to the public inspection during regular business hours.

**ADOPTED: May 11, 2004**

**LEGAL REF: Code of Alabama 16-12-3**