RECORDING SECRETARY

The Board shall employ a Recording Secretary to be the recording officer of the Board, except such responsibilities as are specifically assigned to others, as the treasurer’s books and the recording of School District meetings. An official copy of these records is to be on file in the School District office and open to inspection by the public at reasonable times. In addition to keeping the minutes of the meeting, it is the duty of the Recording Secretary to keep a roll of members and to call the roll when required. The Secretary shall have a list of all special committees; endorse on the report of the committees the date of their reception and what further action was taken upon them, and preserve them among the records. The secretary shall record the essentials, called the “minutes”, of the proceedings as follows:

a. The kind of meeting – regular, special or adjourned
b. Time of meeting, and place
c. The presence of Board members, or their absence
d. Whether the minutes of the previous meeting were approved, or amended.
e. All main motions (except as were withdrawn) and points of order and appeals, whether sustained or lost, and all other motions that were not lost or withdrawn.
f. The name of all the people speaking to the Board at all meetings with a brief statement of the subject matter discussed
g. The hour of the adjournment

The name is recorded of the member who introduced a main motion, and the name of the second and members opposed. The duties of the Recording Secretary are mainly to record what is “done” by the Board; to record the essentials of the proceedings, and when a count has been ordered to enter the number and names of votes on each side. In addition to the strict record of what is done, the public minutes would contain the list of speakers on each side of every question with a brief statement of the subject matter discussed.\(^1\) Reports of committees should be printed exactly as submitted. The minutes show what action was taken by the Board in regard to them.

\(^1\) DiPietro v Nashua 109 NH 174 (1968)

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