

A record of all transactions of the Board will be recorded in the official minutes which are kept by the Secretary as a permanent official record. The minutes shall be open to inspection by the public; however, there shall be no obligation to provide copies of the minutes unless requested through due legal process. Minutes of closed sessions are not open to inspection by the public until and unless the Board so authorizes said release.

The minutes will include each motion and the name of the person who made it, the name of the person seconding the motion, and the vote.

Vote will be by voice and any individual voting against a proposition may state his reasons and have them made a part of the record, if so requested.