

Meeting minutes are intended to capture the consensus and majority vote decisions of the Council. Transitory records used in the preparation of an official document can and should be erased or otherwise destroyed upon approval of the official minutes. The approved minutes are typically approved at the next regular meeting of the Council and thereby become public documents and will be shared upon request.

## **REGULATIONS**

The administration will ensure that a recorder is in attendance at all South Slave Divisional Education Council meetings and that person shall be responsible for the preparation of minutes.

The proceedings of all regular meetings shall be taped and said recordings shall be destroyed upon approval of the written minutes.

The approved minutes of the South Slave Divisional Education Council meetings will be prepared by the administration and within one week of each meeting distributed to:

- Chairpersons of South Slave District Education Authorities
- Principals of South Slave schools

Reference: *Education Act*, Education Act Regulations, Consolidation of the South Slave Divisional Education Council, s. 5.

Date: February 1999

Amended: April 2003