



Board Meeting Minutes Checklist

Use this checklist to ensure that board meeting minutes are compliant with Arizona Open Meeting Law [A.R.S. §§ 38-431 through 38-431.09](#).

- Date, Time, and Location** of meeting clearly indicated A.R.S. § 38-431.01(B)(1)
- All members of the board recorded as either **present or absent** A.R.S. § 38-431.01(B)(2)
- General **description** of matters considered A.R.S. § 38-431.01(B)(3)
- Accurate description of all **legal actions** proposed, discussed, or taken A.R.S. § 38-431.01(B)(4)
- Names of persons **making statements or presenting material** to the public body A.R.S. § 38-431.01(B)(4)
- Names of **members who proposed** each motion A.R.S. § 38-431.01(B)(4)
- Lists the Votes** of each member A.R.S. § 38-431.01(B)(4)
- Discussion and action items** align with items on the agenda.
- (Contractual requirement) **Members** listed in minutes align with ASBCS Online.