BP 2360 MINUTES

The Superintendent/President shall cause minutes to be taken of all meetings of the Board of Trustees. The minutes shall record all actions taken by the Board, including the name of the person making and seconding a motion, and the vote. Voting will be by voice. A member voting against a proposition may state reasons and may have them recorded in the minutes if so requested at the time the vote is taken.

Until the Board adopts such minutes, they shall be considered unadopted minutes.

The minutes shall be kept by the Secretary to the Board as a permanent official record of District action. The minutes are public records and shall be made available to the public. If requested, the minutes shall be made available in appropriate alternative formats so as to be accessible to persons with a disability.

References: Education Code 72121(a);
Government Code Section 54957.5

Adopted: 4/16/13
Revised: 10/21/14

(Replaces Board Policy 1211)
AP 2360 MINUTES

The administrative assistant to the Board of Trustees will take minutes at all Board meetings.

The minutes shall record all actions taken by the Board, including all motions, the names of those making and seconding motions, and the votes. Non-action items shall be recorded in the minutes by stating the name of the speaker and the general topic.

Reference: Education Code Section 72121(a)

Approved: 8/19/14

(This is a new procedure recommended by the Policy and Procedure Service)