

GOVERNING BOARD POLICIES

Chapter 2 Board of Trustees

2360

BP 2360 Minutes

The Superintendent/President shall cause minutes to be taken of all meetings of the Governing Board. The minutes shall record all actions taken by the Governing Board. The minutes shall be public records and shall be 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.

The minutes will record the name of the person making a motion, the name of the person seconding the motion, and the vote. Voting will be by voice unless otherwise designated. A member voting against a proposition or abstaining from voting may state his/her reasons and may have them recorded in the minutes if he/she so requests at the time of the voting.

See Administrative Procedure 2360 -- Minutes

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

Formerly Governing Board Policy 1035 -- Minutes of Governing Board Meetings

Adopted: April 13, 1988

Revised, Renumbered and Adopted: June 29, 2017