

GOVERNING BOARD POLICIES

**Chapter 2     Board of Trustees**

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**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. Any members voting against a proposition or abstaining from voting may state their reasons, and may have them recorded in the minutes if they so request 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

**Last Revised:** August 28, 2019