

Minutes of Meetings of the Board of Trustees

Date Adopted:	5/8/1984
Date Revised:	3/9/2021
Date Reviewed:	3/9/2021
References:	Education Code Section 72121 subdivision (a); Government Code Section 54957.5

The Superintendent/President shall cause minutes to be taken of all meetings of the Board. The minutes shall record all actions taken by the Board. The minutes shall indicate the names of those Board members present and record the time of arrival of Board members who arrive late at meetings. The minutes shall also indicate who made motions, seconded motions, and detail the vote. A member voting against a recommendation may state his/her reason(s) and may have them recorded in the minutes if requested at the time of voting. The minutes shall be public records of the Board of Trustees and shall be available to the public for inspection. If requested, the minutes shall be made available in appropriate alternative formats so as to be accessible to persons with disabilities.

Minutes shall not be kept of closed sessions unless specifically authorized by a majority of the Board members present prior to any such closed session. When the Board authorizes the taking of minutes of closed sessions, the Secretary of the Board is designated as the officer who shall attend, keep and enter in any minute book the topic discussed and decisions made at the meeting. Closed session minutes do not become a public record subject to inspection pursuant to the California Public Records Act, and shall be kept confidential. Any closed session minutes shall be kept available only to members of the Board of Trustees. The closed session minute book may consist of tape recordings of the closed session or written minutes or any combination thereof.

See Administrative Procedure 2360.