



## **AP 2360 Minutes**

### **Reference:**

Education Code Section 72121(a)

The President's Office is responsible for maintaining minutes of Board meetings according to current law and the provisions of the Brown Open Meetings Act. The minutes shall be written to include only actions proposed and/or approved by the Board of Trustees.

Public comments will be summarized in the Board meeting minutes. Upon request by a speaker who is addressing the Board, a “for-the-record” statement shall be included in the Board Meeting Supplemental Minutes, with the understanding that the speaker will provide a written copy of the statement at the time it is presented.

Also see BP 2220 Committees of the Board, BP 2310 Regular Meetings of the Board, BP/AP 2320 Special and Emergency Meetings, BP/AP 2340 Agendas, BP/AP 2345 Public Participation at Board Meetings, BP/AP 2350 Speakers, BP 2360 Minutes, BP/AP 2365 Recording, and BP/AP 3300 Public Records.

Adopted: 10/14/19