



## BP 2360 Minutes

### References:

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

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 of Trustees. 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 Superintendent/President, acting in his/her capacity as Secretary to the Board of Trustees, shall be responsible for keeping minutes of all meetings of the Board of Trustees.

The minutes shall also record motions or resolutions as having passed or failed. Individual votes shall be recorded unless the action was unanimous. All matters transacted by the Board of Trustees shall be recorded in the official minutes in the form of a complete resolution, together with the accompanying vote. Minutes are to be concise, clear, and accurate.

Also see 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, AP 2360 Minutes, BP/AP 2365 Recording, and BP/AP 3300 Public Records.

Adopted: 7/5/05  
Revised: 11/7/05  
Reviewed: 8/8/16  
Revised: 10/14/19