

AP 2360 Minutes

Reference:

Education Code Section 72121(a)

1. A record of all transactions of the Board will be set forth in the Minute Book of the Board, and the Minute Book will be kept by the Administrative Assistant to the Board as a permanent official record of Board proceedings in the District and will be open to inspection by the public.
2. The minutes will record the name of the person making a motion, the name of the person seconding it, and the vote.
3. Voting will be by voice unless otherwise ruled by the President or requested by a member.
4. A member voting against or abstaining from a proposition will be recorded in the minutes and may state the reasons and have them recorded in the minutes, if so requested at the time of the voting.
5. All action taken by consensus will be recorded in the minutes.
6. Each agenda item will be referenced in the minutes.
7. The minutes will indicate the names of invited guests.
8. Any corrections to the minutes which are noted will be made on the official minutes, located in the Office of the Chief Executive Officer of the District and will appear in the minutes of the following meeting.
9. All attempts will be made to return the minutes of each meeting to the Board for approval at the subsequent meeting.

Approved 6/11/08