

BP 2360 Minutes

Reference:

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

The Chief Executive Officer of the District 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 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 shall also record

- The name of the person making a motion
- The name of the person seconding it,
- The vote of the item
- Voting will be by voice unless otherwise ruled by the President or requested by a member of the Board.
- A member voting against or abstaining from a proposition will be recorded in the minutes.

See Administrative Procedure AP 2360

Approved 06/11/08