



## **BP 2360 Minutes**

### Reference:

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

1. The Chief Executive Officer (CEO) 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.
2. The minutes shall record
  - a. The date of the meeting
  - b. The time the meeting was called to order
  - c. The name of the person making a motion
  - d. The name of the person seconding a motion
  - e. The names of the persons voting aye, nay, or abstaining
  - f. The outcome of the vote, pass or fail The time the meeting was adjourned
3. Voting will be by voice unless otherwise ruled by the President or requested by a member of the Board.

Board Approved: 3/10/2021, 9/11/2024

Next Review Date: Fall, 2026