



BP 2360 MINUTES

References:

Education Code Section 72121(a);
Government Code Sections 54953(b)(2) and 54957.5

The Superintendent/President shall ensure minutes are taken at all meetings of the Board. The minutes shall be succinct and record all actions taken by the Board. The minutes are public records and shall be available to the public. All minutes of open meetings shall be maintained in the Superintendent/President's Office.

Minutes will also be available to the public on the District's website as soon as possible. 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:

- names of Board members present,
- names of Board members making and seconding motions,
- votes of each member, and
- all votes taken during a teleconferenced meeting must be by roll call.

Also see BP 2365 Recording

Adopted: July 25, 2013

Revised: March 26, 2015

(Replaces former SBCC Policy 2360)

Reviewed/Readopted: May 12, 2016