

Board of Trustees

AP 2360 MINUTES

Reference:

Education Code Section 72121(a)

The Superintendent/President shall cause minutes to be taken of all meetings of the Board of Trustees. Such minutes shall record every official account of the Board and shall be kept in sufficient detail to show compliance with the law. Minutes shall record the late arrival of any Board Member. Minutes shall include names of those who make a motion, second the motion, and the vote, unless unanimous. A member voting against a proposition may state her/his reasons and may have them recorded in the minutes if requested at the time of voting.

Upon the request of a speaker who is addressing the Board, a statement shall be included in the minutes with an understanding that the speaker will provide a written copy of the statement at the time it is presented.

Date Approved: November 17, 2009

Date Reviewed/Revised: May 16, 2017