

Board of Trustees

**BP 2360          MINUTES**

**References:**

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

The Superintendent/President shall cause minutes to be taken of all meetings of the Board. The minutes shall record all actions taken by the Board of Trustees. 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 record the name of the trustee making a motion, the name of the trustee seconding it, and the vote, attributing each "yea" and "nay" vote, or abstention if not voting, to the individual trustee, unless the motion carries unanimously. A trustee may also have the reasons for his/her/their vote recorded in the minutes if he/she/they so requests at the time of vote.

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Date Adopted: March 16, 2010  
Date Reviewed: June 20, 2017  
**Date Reviewed:** December 12, 2023