

BP 2360 Minutes

Reference:

Education Code Section 72121(a)

Government Code Section 54957.5

The CEO 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 disability.

The minutes shall also record names of those present, all motions, names of those making and seconding motions, votes, major discussion points, etc.

The written minutes of the Board meetings, approved by the Board, and signed by the Board President and Secretary of the Board, are the official record of such meeting, and constitute the only legal record of the public meeting.

See AP 2360