

Minutes

The Chancellor 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.

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

See Administrative Regulation 2360

Reference: Education Code Section 72121(a); Government Code Section 54957.5.

Adopted by the Governing Board: October 10, 1978; November 4, 2003

Revised: October 3, 2006