

BP 1360 MINUTES

References:

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

The Chancellor shall cause minutes to be taken of all meetings of the Board of Trustees. 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.

Date Adopted: September 16, 2008

Reviewed: September 20, 2022

Formerly: 2360

AP 1360 MINUTES

Reference:

Education Code Section 72000(d)(4) and 72121(a);
Government Code 54956.5 and 54957.2

The Chancellor's Office is responsible for maintaining minutes of Board meetings according to current law and the provisions of the Brown Act. The minutes of Board of Trustees meetings will reflect those present, who presided, all motions, the names of persons making and seconding motions, and the vote on motions. The minutes should indicate the time of arrival or departure of members once the Board of Trustees is in session. The minutes shall also include all resolutions and recommendations of the administration and pertinent information upon which action has been taken by the Board of Trustees.

Public comments will be summarized in the Board of Trustees meeting minutes. Upon request by a speaker who is addressing the Board of Trustees, a "for-the-record" statement may be included in the Board of Trustees Meeting Minutes, with the understanding that the speaker will provide a written copy of the statement at the time it is presented.

The minutes of an emergency meeting, a list of the persons notified or attempted to be notified, a copy of the roll call vote, and any action taken at the meeting shall be posted for a minimum of 10 days in a public place as soon after the meeting as possible.

The minutes are public records and accessible through the District's website. Members of the public may contact the Chancellor's Office to request a copy.

Also see BP/AP 1310 Regular Meetings of the Board, BP/AP 1320 Special, Emergency and Adjourned Meetings, BP/AP 1340 Agendas, BP/AP 1345 Public Participation at Board Meetings, BP 1350 Speakers, BP 1360 Minutes, BP/AP 1365 Recording, and BP/AP 1820 Public Records Requests and Subpoenas.

Date Approved: September 16, 2008

(Replaces, in part, Regulation 1010)

Revised: June 17, 2025

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