



Board Policy
Chapter 2 – Board of Trustees

BP 2360 MINUTES

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 of the Board of Trustees meetings shall include only those matters disposed of by motions regularly made and seconded and the recommendations made by the Superintendent/President. All recommendations of the Board of Trustees meetings shall be numbered serially.

The minutes shall be public records and shall be available to the public. If requested, the minutes shall be provided in appropriate alternative formats so as to be accessible to persons with a disability.

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

References:

Education Code Sections 72000, and 72121(a);
Government Code Section 54957.5

Adopted: May 1, 2000

Revised: December 1, 2003, June 6, 2017

(Replaces former SMC BP 1580)