

## MINUTES

The President/Superintendent 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 attendance of Board members, time of arrival for those members arriving late, time of departure of those members leaving prior to adjournment, all motions, names of those making and seconding motions, votes, substantial major discussion points, and other items requested at the time to be specifically included.

Reference: Education Code Section 72121(a)

Adopted by Board of Trustees: 9/11/05

Amended: 6/6/06

Former Bylaw #006: "Meetings," Adopted by Board of Trustees: 11/6/78

Amended: 10/17/84, 2/2/87, 1/11/93, 12/7/99, 12/9/03