

**Board of Trustees**

**AP 2360 MINUTES**

**Reference:**

Education Code Section 72121(a)

The Chancellor's Office is responsible for maintaining minutes of Board meetings according to current law and the provisions of the Brown Open Meetings Act. Minutes of open meetings shall be maintained in the Chancellor's Office, are public record, and shall be available to the public. The open meeting minutes shall contain, at minimum, the following information:

- Meeting details, such as date, time, location, and meeting type.
- Accounting of Board members present and absent.
- The nature of all motions including the names of Board members making and seconding such motions, and disposition.
- Name and subject of public speakers.
- Time of adjournment.

The open meeting minutes shall be written to include only actions proposed and/or approved by the Board, without summary of discussions, except as stated below:

- When a committee report is of great importance or should be recorded to show the legislative history of a measure, the Board can order it "to be entered in the minutes," in which case the secretary copies it in full in the minutes.
- Public comments will be summarized in the Board meeting minutes. Upon request by a speaker who is addressing the Board, a "for-the-record" statement shall be included in the Board Meeting Supplemental Minutes, with the understanding that the speaker will provide a written copy of the statement at the time it is presented.

After approval by the Board (normally at the following Board meeting), the approved minutes shall be maintained in the Chancellor's Office and posted on the District's website. Copies of the minutes are available for members of the public on the District's website. The public may also request copies by submitting a written request to the Chancellor's Office. Fees will be charged for public requests based on the current rate of 25¢ per page, based on the number of pages, plus cost to mail.

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**Approved:** March 19, 2013

**Board Reviewed:** February 18, 2020