

BB 9326

Bylaws of the Board

Meetings

MINUTES

The secretary of the Governing Board shall keep minutes and record all official Board actions. Copies of the minutes shall be made for distribution to the governing boardmembers with the agenda for the next regular meeting.

Recording Devices

A video or audio tape recording of any meeting of the governing board sessions may be made at the request of the secretary or any member of the board when such request is approved by a majority of the whole board. The presiding officer will announce the fact that a recording is being made at the beginning of the meeting, and the recording device shall be placed in plain view of the persons present, so far as possible. Recordings made during regular or special meetings of the board are deemed public records. They shall be kept for at least 30 days and upon request shall be made available for inspection by members of the public on a district recorder without charge. Official Board minutes and recordings shall be stored in a fire-proof location.

Recording of Votes

Motions or resolutions shall be recorded as having passed or failed. Individual votes shall be counted unless the action was unanimous. All resolutions shall be numbered for each fiscal year beginning July 1.

Maintaining the Minutes

The governing board minutes shall be maintained as outlined below:

- a. The date, place, and type of each meeting;
- b. Members present and members absent by name;
- C. Call to order and Pledge Allegiance to the Flag of the United States of America;
- d. Arrival of tardy members by name;
- e. Departure of members by name before adjournment or if absence takes place when any governing board agenda items are acted upon;
- f. Date, place of next meeting;
- g. Adjournment of the meeting
- h. Record of written notice of special meetings
- i. Record of items of business to be considered at special meeting
- g. Adjournment of the meeting
- h. Record of written notice of special meetings
- i. Record of items of business to be considered at special meeting

BB 9326(a)

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Meetings

Minutes (Continued)

Content - Governing Board Actions

- a. Approval or amended approval of the minutes of preceding meetings;
- b. Information as to each subject of the governing board's deliberation;
- c. Information as to each subject including the roll call record of the vote on a motion if not unanimous;
- d. All governing board resolutions in complete context numbered serially for each fiscal year;
- e. A record of all contracts entered into;
- f. All employment and resignations or termination of employment
- g. A record by number of all purchase orders approved
- h. A record of all bid procedures including calls for bids authorized, bids received, and other action taken
- i. A record by number of all warrants approved for payment j\* Adoption of the annual budget
- k. Financial reports, including collections received and deposited and sales of personal property, shall be presented to the governing board every month
- l. A record of all important correspondence
- m. A record of the superintendent's reports to the governing board
- a. Approval of all policies, board-adopted regulations and bylaws
- o. A record of all delegations appearing before the governing board
- p. Adoption of the annual school calendar

Legal Reference:

EDUCATION CODE

35 145 Public meetings

35163 Official actions, minutes and journals

35 164 Vote requirements

PENAL CODE

632 Unlawful to intentionally record a confidential communication without consent of all parties to the communication

GOVERNMENT CODE

54957.2 Closed sessions; clerk; minute book

TUSD Adopted: 9/24/96