BP-7324

BOARD MINUTES

The Board clerk or designee shall keep minutes and record all official Board actions.

Official Board minutes shall be stored in a fire-proof location.

Copies of the minutes of each regular or special meeting shall be distributed to all Board members with the agenda for the next regular meeting and will be available for public review at the district office and on the district web site.

Recording of Votes

Motions or resolutions shall be recorded as having passed or failed. Individual votes shall be recorded unless the action was unanimous. All Board resolutions shall be numbered consequently from the beginning of each fiscal year.

Recording Devices

A video or audio tape recording may be made an any open Board meeting. The presiding officer shall announce that a recording is being made at the beginning of the meeting, and the recorder shall be placed in plain view of all persons present, insofar as possible. Recordings will be kept in accordance with the district's records retention policy.

Adoption Date: October 3, 1988
Revised & Renumbered in Consultation with Legal Counsel: April 18, 2011
Reviewed: June 20, 2016
Revised: December 19, 2022