

Chapter 2 – Board of Trustees

BP 2360 Minutes

References:

Education Code Section 72121(a); Government Code Section 54957.5

The College President/CEO 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 who presided, all motions, show the names of persons making and seconding motions, and the vote on motions unless the vote is unanimous. The minutes shall also indicate time of arrival of members who arrive after the Board is in session.

Approved: March 24, 2004

Revised: November 16, 2005

Reviewed: May 14, 2013

Reviewed: December 6, 2014

Reviewed: June 9, 2015

Reviewed: August 17, 2016