

CHAPTER 1: Board of Trustees
BOARD POLICY NO. 1.50 (BP 2360 and 2365)

BOARD POLICY
San Mateo County Community College District

Subject: 1.50 Minutes of Meetings
Revision Date: 2/09; 6/15
Policy References: Education Code Section 72121(a); Government Code Sections 6250 et seq.,
54957.5 and 54953.7

1. A record of all transactions of the Board shall be set forth in the Board meeting minutes. All minutes, after approval by the Board, shall be kept by the Secretary for the Board in the Minute Book and/or in an appropriate electronic format as the official record of Board meetings. The minutes of all Board meetings are public records and shall be made available to the public.
2. The minutes shall be succinct; the basic function of the minutes shall be the recording of official actions of the Board.
 - a. The minutes shall record the name of the person making a motion, the name of the person seconding it and the vote. A member abstaining from voting on a proposition may state his/her reasons and may have them recorded in the minutes if he/she so requests at the time of the voting.
 - b. If discussion is held on an item, the minutes will state that "a discussion was held". A summary of the positions of the Board members will be reported. Such summary may be corrected at the time the minutes are presented for adoption.
 - c. Any Board member may request that there be included in the minutes any verbatim statement which that Board member has made or data which he/she wishes to have included in the minutes. Unless such request is made at the meeting during which the statement is made or the data produced, it shall not thereafter be requested as part of those particular minutes.
 - d. Each Board member shall have the privilege of having his/her vote and the reasons for it recorded separately on any question if he/she so requests in the minutes. The request must be made while the vote is being taken or immediately thereafter.
3. Board meetings shall be audio recorded. Recordings shall be subject to inspection by members of the public in accordance with the California Public Records Act, Government Code sections 6250, et seq. Recordings of meetings do not constitute the official Board minutes, but are used to assist in clarifying the business transacted at Board meetings. Recordings normally will be retained for one month; at the discretion of the Board or the Chancellor, recordings may be retained for a longer period of time.
4. Minutes and recordings of Board meetings shall be available by prior arrangement for inspection by the public during the regular office hours of the District Office. If requested, the minutes shall be made available in appropriate alternative formats so as to be accessible to persons with a disability.