

1.0 Minutes of Meetings (Ed. Code, § 72121.)

- 1.1 A record of all transactions of the Board of Trustees shall be set forth in the minute book of the Board of Trustees and the minute book shall be kept by the Secretary as a permanent official record.
- 1.2 The minutes shall record the name of the person making the motion, the name of the person seconding it, and the vote.
- 1.3 The minutes shall be succinct; their basic function shall be the recording of all actions taken by the Board of Trustees.
- 1.4 All minutes shall be open to public inspection.

2.0 Principles Relating to Minute Orders

- 2.1 Board of Trustees minutes shall clearly reflect action taken by the Board of Trustees whether or not it is by way of adopting a motion or reflecting a consensus.
- 2.2 The Board of Trustees President, following discussion of any agenda item, shall state the action taken or consensus reflected by the Board of Trustees in clear and concise terms and inquire of the Board of Trustees whether or not the statement, in fact, reflects the Board of Trustees' understanding of the action or consensus. Such action shall be reported by the secretary in the minutes.
- 2.3 Any Board of Trustees member may request that there be included in the minutes any verbatim statement which that Board of Trustees member has made or data which the Board of Trustees member 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.
- 2.4 Any Board of Trustees member who feels an agenda item has not been clarified in terms of final Board of Trustees action may seek clarification before the matter is abandoned.
- 2.5 If a discussion is held on an item, the minutes shall state that "a discussion was held."
- 2.6 In considering approval of unapproved minutes, Board of Trustees members should attempt to make only corrections of matters incorrectly stated or request inclusion of specific matters omitted and shall take care not to seek a redetermination of prior Board of Trustees action. If such redetermination appears in order, the Board of Trustees member shall discuss that subject under the "Other Matters" item on the agenda at the meeting during which the unapproved minutes are being considered. This procedure shall permit adoption of unapproved minutes promptly and clarifications to be handled as part of the current meeting.

3.0 Erasure of Taped Records

3.1 Taped records of Board of Trustees meetings may be destroyed as permitted by law.

LRCCD

Policy Adopted: 11/18/64
Policy Revised: 9/18/68; 10/15/69; 11/18/70; 9/16/72; 1/14/81; 2/17/82; 4/17/91; 6/4/97;
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Policy Reviewed: 12/15/10
Adm. Regulation None