

BP 2360 Minutes

Reference: Education Code Section 72121(a)

- A. Minutes must be taken at all regular or special meetings, recording all actions taken by the governing board. The minutes will record the name of the person making a motion, the name of the person seconding it, and the vote. Voting will be by voice. A member voting against a proposition may state the reasons and may have them recorded in the minutes if the Board member so requests at the time of the voting.
- B. Until the governing board adopts such minutes, they shall be considered the unadopted minutes.

The Minute Book will be kept by the Secretary as a permanent official record of school legislation in the District and will be open to inspection of the public.