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.

Adopted       01-07-69
Amended       01-27-09