

## **AP 2360 Minutes**

Reference:

**Education Code Section 72121(a)**

- 1.0 The Chancellor's Office is responsible for maintaining minutes of Board meetings according to current law and the provisions of the Brown Open Meetings Act. The minutes shall be written to include only actions proposed and/or approved by the Board.
- 2.0 Public comments will be summarized in the Board meeting minutes. Upon request by a speaker who is addressing the Board, a "for-the-record" statement shall be included in the Board Meeting Supplemental Minutes, with the understanding that the speaker will provide a written copy of the statement at the time it is presented.

**Date of Adoption:** June 24, 2003

**Date of Last Revision:** March 23, 2009 Chancellor's Cabinet