

North Orange County Community College District
ADMINISTRATIVE PROCEDURES
Chapter 2
Board of Trustees

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 of Trustees.
- 2.0 Public comments will be summarized in the Board meeting minutes. Upon request by a speaker who is addressing the Board of Trustees, 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.

See Board Policy 2310, Regular Meetings of the Board; Board Policy and Administrative Procedure 2320, Special and Emergency Meetings; Board Policy and Administrative Procedure 2340, Agendas; Board Policy and Administrative Procedure 2345, Public Participation at Board Meetings; Board Policy and Administrative Procedure 2350, Speakers; Board Policy 2360, Minutes; Board Policy and Administrative Procedure 2365, Recording; and Board Policy and Administrative Procedure 3300, Public Records

Date of Adoption: June 24, 2003

Date of Last Revision: March 25, 2019 District Consultation Council
March 23, 2009 Chancellor's Cabinet