

North Orange County Community College District
BOARD POLICY
Chapter 2
Board of Trustees

BP 2360 Minutes

Reference:

**Education Code Section 72121(a);
Government Code Section 54957.5**

- 1.0 The Chancellor shall cause minutes to be taken of all public meetings of the Board of Trustees. The minutes shall record all actions taken by the Board of Trustees. The adopted minutes shall be public records and shall be available to the public and the news media in accordance with the California Public Records Act, Government Code Section 6250. If requested, the minutes shall be made available in appropriate alternative formats so as to be accessible to persons with a disability.
- 2.0 The minutes shall also record names of those present, all motions, names of those making and seconding motions, votes, major discussion points, and direction given to the Chancellor.
- 3.0 The written minutes of Board meetings, signed by the Secretary of the Board, are the official records of such meetings and constitute the only legal record of the public meeting.

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; Administrative Procedure 2360, Minutes; Board Policy and Administrative Procedure 2365, Recording; and Board Policy and Administrative Procedure 3300, Public Records

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