

**BP 1360 MINUTES**

**References:**

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

The Chancellor shall cause minutes to be taken of all meetings of the Board of Trustees. The minutes shall record all actions taken by the Board of Trustees. The minutes shall be public records and shall be available to the public. If requested, the minutes shall be made available in appropriate alternative formats so as to be accessible to persons with a disability.

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**Date Adopted:** September 16, 2008

**Reviewed:** September 20, 2022

**Formerly:** 2360

**AP 1360 MINUTES**

**Reference:**

Education Code Section 72000 and 72121(a)  
Government Code 54956.5 and 54957.2

The minutes of Board meetings will reflect those present, who presided, all motions, the names of persons making and seconding motions, and the vote on motions. The minutes should indicate the time of arrival or departure of members once the Board is in session. The minutes shall also include all resolutions and recommendations of the administration and pertinent information upon which action has been taken by the Board.

The minutes of an emergency meeting, a list of the persons notified or attempted to be notified, a copy of the roll call vote, and any action taken at the meeting shall be posted for a minimum of 10 days in a public place as soon after the meeting as possible.

The minutes are public records and any member of the public may contact the Chancellor's Office to request a copy.

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Date Approved: September 16, 2008  
(Replaces, in part, Regulation 1010)  
Formerly: 2360