

Board Bylaw 9324

Board Bylaws

MINUTES

The secretary of the Governing Board shall keep minutes and record all official Board actions. (Education Code 35415, 35163)

A complete and accurate set of minutes of each Board meeting shall be kept to comply with all legal requirements. The minutes shall be kept in an official record book specified for that purpose and shall be kept on file as the official record of school district legislations and shall be open to public inspection. The District Superintendent shall furnish Board members with a copy of the minutes of the previous meeting at least six days in advance of the next regular meeting.

Any minutes kept for Board meetings held in closed session shall be kept in a minute book separate from the minutes of regular and special meetings. The minute book for closed session is not a public record. (Government Code 54957.2)

(cf. 9321 – Closed Sessions)

Official Board minutes and the master copy of the policy manual shall be stored in a fire-proof location.

Copies of the minutes of each regular or special meeting shall be distributed to all Board members with the agenda for the next regular meeting.

Recording of Votes

Motions or resolutions shall be recorded as having passed or failed. Individual votes shall be recorded unless the action was unanimous. All motions and Board resolutions shall be numbered consecutively from the beginning of each fiscal year.

Recording Devices

A video or audio tape recording may be made at any Board meeting. The presiding officer shall announce that a recording is being made at the beginning of the meeting, and the recorder shall be placed in plain view of all persons present, insofar as possible.

Recordings made during regular or special Board meetings are public records. Recordings made during closed sessions are not public records. All recordings, tapes, or discs shall be kept in a fire-proof location.

Legal Reference:

EDUCATION CODE

35145 Public meetings

35163 Official actions, minutes and journals

35164 Vote requirements

PENAL CODE

632 Unlawful to intentionally record a confidential communication without consent of all parties to the communication

Bylaw adopted: February 13, 1992

WEST SONOMA COUNTY UHSD
Sebastopol, California