

## **AP 2360 Minutes**

**Reference:**

*Education Code Section 72121(a)*

Official minutes shall be kept of all public meetings of the Board of Trustees and shall be maintained in a suitable journal of proceedings by the office of the Superintendent/President. Such minutes shall record every official act of the Board. The minutes are public records and shall be available to the public.

The minutes will record the names of the Trustees making the motion and the second, and the count of the vote. Voting will be by voice. A member voting against a proposition may state his or her reason(s) and may have them recorded in the minutes if he/she so requests at the time of the voting.

An unapproved copy of the minutes shall be included in the Board agenda packet of the subsequent Board meeting.