

Minutes

The secretary of the Governing Board shall keep minutes and record all actions of the Board. Copies of the minutes shall be made for distribution to the Board members with the agenda for the next regular meeting.

The official minutes of the regular and special meetings and the master copy of the policy manual shall be stored in a fireproof location. (Education Code 35145, 35163)

(cf. 9321 - Closed sessions)

Recording of Votes

Motions or resolutions shall be recorded as having passed or failed. Individual votes will be recorded unless the action was unanimous. All motions and resolutions by the Board shall be numbered consecutively at the beginning of each fiscal year. (Education Code 35163)

Recording Devices

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

Recordings made during regular or special meetings of the Board are deemed public records. Recordings made during closed sessions are not public records. All recordings, tapes, discs or other, shall be kept in a fireproof location.

Legal References:

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

GOVERNMENT CODE

- 54957.2 Closed sessions; clerk; minute book