

**Kern Community College District
Board Policy
Chapter 2 – Board of Trustees**

BP 2360 MINUTES

References:

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

Note: This policy is **legally required**.

The District Chancellor shall cause minutes to be taken of all meetings of the Board. The minutes shall record all actions taken by the Board. 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.

The Secretary to the Board shall keep minutes of all Board meetings and shall maintain a record of its proceedings by recording every official action taken.

The minutes shall also record names of those members present, all motions, names of those making and seconding motions, and votes. The minutes may include a summary of reports made to the Board.

In addition, the minutes shall be:

- written in unadopted form and made available to Board members before the next meeting.

- filed electronically only after they have been approved as written or as corrected.

- indexed to facilitate finding actions that have been taken at previous meetings.

Each action shall have headings for quick reference.