



Policy

2360 Minutes

The Chancellor shall direct 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 minutes shall also record names of those physically present who sign-in at the meeting and all speakers, all motions, names of those making and seconding motions, votes, major discussion points, and direction given to the Chancellor.

The written minutes of Board meetings, signed by the Board President and Board Secretary, are the official written records of such meetings and constitute the only legal written record of the public meeting.

References:

Education Code Section [72121 subdivision \(a\)](#); Government Code Section [54957.5](#)

Adopted: May 7, 2002

Revision Adopted: ~~September 2, 2003~~, May 10, 2023

Last Reviewed: May 10, 2023

Administrative Procedure

2360 Minutes

The minutes shall record all actions taken by the Board.

Requests for copies of the Board Meeting minutes should be made in writing and addressed to the District Office of the Chancellor (e.g. faxed or electronically transmitted). The District will provide a response to all requests within 10 days.

Board minutes will be available for review or purchase at the Office of the Chancellor. Photo copies of the Board Meeting minutes may be purchased at a cost of \$0.10 per page.

Cross References (see also):

YCCD Policy 3300 – Public Records

References:

Education Code Section [72121 subdivision \(a\)](#)

Procedure Last Revised: ~~April 11, 2007~~, May 10, 2023

Last Reviewed: May 10, 2023