



Policy

2360 Minutes

The 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 according to established Public Records Requesting Procedures. If requested, the minutes shall be made available in appropriate alternative formats so as to be accessible to persons with a disability.

References:

Education Code Section [72121\(a\)](#); Government Code [54954, et seq.](#)

Adopted: May 7, 2002

Revision Adopted: September 2, 2003

Administrative Procedure

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2360 Minutes

Requests for copies of the Board meeting Minutes should be made in writing and addressed or faxed to the District Office of the Chancellor. The District will provide a response to all requests within 10 days.

Board minutes will be available for review or purchase at the District’s Office of External Affairs. Photo copies of the Board meeting Minutes may be purchased at a cost of \$0.10 per page.

References:

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

Procedure Last Revised: April 11, 2007