

Bylaw 9324: Minutes And Recordings

Status: ADOPTED

Original Adopted Date: 07/01/2008 | **Last Revised Date:** 10/20/2022 | **Last Reviewed Date:** 10/20/2022

The Board of Trustees recognizes that maintaining accurate minutes of Board meetings helps foster public trust in Board governance and provides a record of Board actions for use by district staff and the public.

The secretary of the Board shall keep minutes and record all official Board actions. The Board's minutes shall be public records and shall be made available to the public upon request. (Education Code 35145, 35163)

The minutes of Board meetings shall include, but not be limited to:

1. A notation of which Board members are present, in person or by teleconference, and whether a member is not present for part of the meeting due to late arrival and/or early departure
2. A summary of the public comments made on agendized items and unagendized topics
3. The specific language of each motion and the names of the Board members who made and seconded the motion
4. Preferential votes cast by student Board member(s) (Education Code 35012)
5. Any action taken by the Board, and the vote or abstention on that action of each Board member present (Education Code 35145; Government Code 54953)

The minutes shall reflect the names of those individuals who have been chosen to identify themselves during the meeting's public comment period as well as the topics they address.

Minutes may include a summary of any Board members particular comments if they so request.

A copy of documents or reports discussed by the Board shall be attached, when feasible, to the official copy of the minutes.

Motions of resolutions shall be recorded as having passed or failed. Individual votes shall be recorded and unanimous votes shall be recorded five (5) to zero (0).

Upon request by a student's parent/guardian, or by the student if age 18 or older, the minutes shall not include the student's or parent/guardian's address, telephone number, date of birth, or email address, or the student's name or other directory information as defined in Education Code 49061. The request to exclude such information shall be made in writing to the secretary or clerk of the Board. (Education Code 49073.2)

The Board agenda shall include a statement of the option and process for students and parents/guardians to request that such information be excluded from the minutes.

The Superintendent or designee shall distribute a copy of the "unapproved" minutes of the previous meeting(s) with the agenda for the next regular meeting. The Board shall approve the minutes as circulated or with necessary amendments.

Upon approval by the Board, the minutes shall be signed by Secretary of the Board.

Official Board minutes and recordings shall be stored in a secure location and shall be retained in accordance with law.

Any minutes or recordings kept for Board meetings held in closed session shall be kept separately from the minutes or recordings of regular and special meetings. Minutes or recordings of closed sessions are not public records. (Government Code 54957.2)

Recording or Broadcasting of Meetings

The district may tape, film, stream, or broadcast any open Board meeting. At the beginning of the meeting, the Board president shall announce that a recording or broadcasting is being made at the direction of the Board and that the

recording or broadcast may capture images and sounds of those attending the meeting. As practicable, the recorder or camera shall be placed in plain view of meeting participants.

Any recording of a Board of Trustees meeting made for whatever purpose by or at the direction of the board shall be subject to inspection pursuant to the California Public Records Act (Chapter 3.5 [commencing with section 6250] of Division 7 of Title 1), but, notwithstanding section 34090, may be erased or destroyed 270 days after the recording. A copy of the recording of a Board of Trustees meeting shall be available through a California Public Records Act request during the 270 days after recording. Such request is subject to the requirements of the California Public Records Act. Any inspection of the recording of a Board of Trustees meeting shall be provided without charge on equipment provided by the District. In summary, all recordings will be available on the District website for 90 days following the Board meeting. After 90 days, the recordings will be removed from the website and archived for 180 days. Following the 180 days, the archive will be erased and the Board minutes will be the official record of the meeting

Members of the public may record, at their own expense, an open Board meeting using an audio or video recorder, still or motion picture camera, cell phone, or other device, provided that the noise, illumination, or obstruction of view does not persistently disrupt the meeting. The member of the public may broadcast the proceedings. The Superintendent or designee may designate locations from which members of the public may make such recordings without causing a distraction.

If the Board finds that noise, illumination, or obstruction of view related to these activities would persistently disrupt the proceedings, these activities shall be discontinued or restricted as determined by the Board. (Government Code 54953.5, 54953.6)
