

BOARD BYLAWS

PALO VERDE COMMUNITY COLLEGE DISTRICT BOARD POLICY

2360

Minutes

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

The Superintendent/President 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 kept by the Secretary of the Board as a permanent official record (Permanent Minutes file) and shall be open to inspection by 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 the name of the person making a motion, the name of the person seconding it, and the vote by individual members. Voting shall be viva voce or by roll call. A member voting for or against a proposition or abstaining from voting may state his or her reasons and may have them recorded in the minutes if he or she so requests at the time of the voting. Minutes shall be recorded as indicated in Robert's Rules of Order.

See Administrative Procedure 2360

(Formerly a part of PVC Board Policy 7190)

1/14/06 Board First Read

1/24/06 Board Second Read and Approval