

ADMINISTRATIVE REGULATIONS ON
MINUTES AND RECORDS OF THE BOARD OF TRUSTEES

2004.

- 2004.1 It shall be the responsibility of the Superintendent-President to administer and maintain all regulations pertaining to official actions of the Board of Trustees, as the official Secretary of the Board.
- 2004.2 The official minutes of the Board of Trustees shall be maintained in the office of the Superintendent-President. Attached to the official minutes shall be any supporting documentation that is not set forth verbatim in the minutes but included therein by reference only.
- 2004.3 The minutes will be taken and recorded as “action” minutes, meaning that discussion around a specific issue or reports provided by Board members and/or others will only reflect that a discussion ensued and/or a report was given by whom and will not include details of what was said.
- 2004.4 Written responses to Board member questions on agenda items, provided by employees, will be made available for public inspection at the respective Board meeting the questions pertain to and will not be appended to the official minutes.
- 2004.5 An electronic record of each Board of Trustees meeting will be made in accordance with Board Policy and Administrative Regulations 2032.
- 2004.6 Subsequent to the approval of the last set of minutes for the fiscal year, the official minutes for that year, including the supporting documents, shall be scanned and/or electronically stored, saved to backup media, and then bound and maintained as a permanent copy in the office of the Superintendent-President.
- 2004.7 Approved minutes will be available on the District’s website.
- 2004.8 All election records, including the call, if any, for and the result (but not including detail documents such as ballots) of an election called, conducted or canvassed by the Board for a Board member, the Board member’s recall, issuance of bonds, incurring any long-term liability, change in maximum tax rates, reorganization, or any other purpose, shall be maintained as a permanent copy in the office of the Superintendent-President. One copy of each document will be scanned and/or electronically stored, saved to backup media, and bound along with the appropriate set of minutes of the Board of Trustees.

2004.

2004.9 Statement of Economic Interests, California Form 700, shall be maintained in the office of the Superintendent-President and shall be scanned and/or electronically stored, saved to backup media, and bound with the minutes for the year the statements were submitted.

Revised: September 7, 1993; July 24, 2012; February 23, 2016

