

Board Bylaw 9324 – Minutes and Recordings

Minutes and Recordings

The secretary of the Governing Board shall keep minutes and record all official Board actions.

The minutes of each regular or special meeting shall include an accurate account of individual Board member or staff comments made during discussion of information and/or action agenda items and motions.

The minutes shall also include an accurate summary of the public speakers' comments made during the course of the Board meeting, including the speaker's name, title, and key comments.

In the interest of accuracy and context, any Board member, staff, and/or member of the public may submit a written copy of their statements or discussion points which shall be included as an addendum to the Board minutes.

Video or Audio Recording

Recordings made during regular or special Board meetings are public records. They shall be kept for at least 365 days and upon request shall be made available for inspection by members of the public on a district recorder without charge.