

## **MINUTES OF BOARD MEETINGS**

**BP 1190**

A record of all actions taken by the Board shall be set forth in the official minutes of the Board except as otherwise permitted by law. The minutes of public meetings shall be kept by the Secretary of the Board as a permanent official record and shall be open to inspection by the public. The minutes, if any, of executive sessions shall be kept in accordance with the Government Code.

The minutes shall record the name of the person making a motion, the name of the person seconding it, and the vote. A member voting for or against a proposition or abstaining from voting may state his/her reasons and may have them recorded in the minutes if he/she so requests at the time of the voting.

*Legal Reference: Education Code Section 72121; and Government Code Section 54957.2.*

Adopted: February 1, 1988