The President/Superintendent 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 public records and shall be available to 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. 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(a)_

_Government Code Section 54957.5_

Adopted: February 1, 1988
_Revised: April 8, 2013_