

MINUTES**1140**

Minutes shall be taken at meetings of the Board of Trustees, recording all actions taken by the Board. The minutes are public records and shall be available to the public.

MINUTES**R1140**

The minutes shall include:

1. Date, place, time, and type of meeting.
2. Roll call of members present and absent by name, including time of arrival and departure.
3. Date and place of next meeting.
4. Time of adjournment.
5. Approval or amendment and approval of the minutes of the preceding meeting.
6. Information as to the subject of the Board's deliberations and action, including the makers and seconds of a motion, the vote on a motion, and a roll call record of the vote on a motion if not unanimous.
7. All Board resolutions, numbered serially for each fiscal year.
8. The Superintendent/President shall be responsible for recording and maintaining minutes.

(Revised: 10/1/03)