

CITRUS COMMUNITY COLLEGE DISTRICT BOARD

AP 2360 MINUTES

References: Education Code Section 72121(a);
Government Code Section 54957.5

Minutes of open meetings shall be maintained in the Superintendent/President's Office, are public record, and shall be available to the public.

Minutes of open meetings shall contain, at minimum, the following information.

- Meeting details, such as date, time, location and meeting type;
- Accounting of Board members present and absent;
- The nature of all motions including the names of Board members making and seconding such motions, and disposition;
- Name and subject of public speakers;
- Time of adjournment.

The open meeting minutes shall be written to include only actions proposed and/or approved by the Board, without summary of discussions, except:

- When a committee report is of great importance or should be recorded to show the legislative history of a measure, the Board can order it "to be entered in the minutes," in which case the secretary copies it in full in the minutes.
- The proceedings of a committee of the whole, or a quasi committee of the whole, should not be entered.

After approval by the Board of Trustees (normally at the following Board meeting), the approved minutes shall be maintained in the Superintendent/President's Office and posted on the District website. Copies of the minutes are available for members of the public at <http://www.citruscollege.edu>. The public may also request copies by submitting a written request to the Superintendent/President's Office. Fees will be charged for public requests based on the current rate of 25 cents per page, based on the number of pages, plus cost to mail.

- A summary of the Board Meeting is disseminated in the Board Highlights
- Copies of the minutes are posted on the College's web site
- The official minutes are maintained in a bound version in the vault.

Board Approved 03/17/09