

# **CITRUS COMMUNITY COLLEGE DISTRICT BOARD**

## **BP 2360            MINUTES**

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

The Superintendent/President shall cause minutes to be taken at all public meetings of the Board. The minutes shall record all actions taken by the Board of Trustees. 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 names of those present, all motions, names of those making and seconding motions, votes, and major discussion points.

Board approved 11-18-08