

The assistant secretary to the Board of Trustees will take minutes at all board meetings.

The minutes shall record all actions taken by the board, including all motions, the names of those making and seconding motions, and the votes. Non-action items shall be recorded in the minutes by stating the name of the speaker and the general topic.

Effective Date:	7/21/09
Periodic Review:	11/10/15, 8/26/21
References:	Education Code §72121(a)
CCLC Update:	#4, 2/03; #9, 9/05
Steering:	S/P / N/A