



Policy Number:	3060
Policy Title:	Minutes of Board Meetings

1. The Secretary of the Board of Directors shall keep minutes of all regular and special meetings of the Board.
2. Copies of minutes shall be made for distribution to Directors with the agenda for the next regular Board meeting.
3. Approved minutes shall be typed into the official minute book and signed by the presiding officer and the Secretary.
4. The official minutes of the regular and special meetings of the Board shall be kept in a fire-proof vault or in fire-resistant, locked cabinets.
5. Motions, resolutions or ordinances shall be recorded as having passed or failed, and individual votes will be recorded unless the action was unanimous.
 - 5.1. All resolutions and ordinances adopted by the Board shall be numbered consecutively starting new at the beginning of each fiscal year.
6. Minutes shall be referenced to the agenda by item for ease of tracking business conducted.
7. Any Director may request an abstract of his or her written statement either in support or in opposition of any matter before the Board, entered in the minutes.
8. Minutes shall not be kept of closed sessions, however a minute book shall be kept to record topics discussed and decisions made during the closed session. The minute book is not a public record subject to inspection pursuant to the California Public Records Act and shall be kept confidential.