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**Board of Trustees**

**BP 2360 MINUTES**

**References:**

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

The Chancellor shall cause minutes to be taken of all meetings of the Board of Trustees. The minutes shall record all actions taken by the Board. 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.

Guests in attendance at each Board meeting who sign the guest register shall be listed in the minutes of that meeting.

The minutes of the Board meeting shall record the names of those who signed the guest register, staff and Board members present, the names of persons making and seconding motions, and the vote on motions unless the vote is unanimous. The minutes shall indicate time of arrival of members who arrive after the Board is in session. The minutes shall also include all resolutions and recommendations and the pertinent information upon which action was taken.

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**Date Adopted:** April 16, 2013

*(This new policy replaces CLPCCD Policy 7019)*