

POLICY TITLE: Minutes of Board Meetings

POLICY NUMBER: 5060

5060.1 The Board Secretary or the General Manager shall keep minutes of all regular and special meetings of the Board.

5060.1.1 Copies of a meeting's **draft** minutes shall be distributed to Directors as part of the information packet for the next regular meeting of the Board, at which time the Board will consider approving the **draft** minutes as presented or with modifications. Once approved by the Board, the official minutes shall, **within 7 days**, be posted on the District website, stored in an electronic format, and in a fire-resistant, locked cabinet.

5060.1.2 **Within seven days after each Board meeting, a copy of the draft minutes from that meeting shall be a) posted on the District's website and b) emailed to each Director.**

5060.1.2 No audio recording of meetings will be made by the District.

5060.1.3 Motions, resolutions or ordinances shall be recorded in the minutes as having passed or failed and individual votes will be recorded unless the action was unanimous. All resolutions and ordinances adopted by the Board shall be numbered consecutively, starting new at the beginning of each year. In addition to other information that the Board may deem to be of importance, the following information (if relevant) shall be included in each meeting's minutes:

- Date, place and type of each meeting;
- Directors present and absent by name;
- Administrative staff present by name;
- Call to order;
- Time and name of late arriving Directors;
- Time and name of early departing Directors;
- Names of Directors absent during any agenda item upon which action was taken;
- Summary record of Director discussion (one to three sentences);**
- Record of Director's Action Items (who will be doing what);**
- Summary record of staff reports;
- Summary record of public comment regarding matters not on the agenda, including names of commentators;
- Approval of the minutes or modified minutes of preceding meetings;
- Approval of financial reports;
- Record of the vote of each Director on every action item for which the vote was not unanimous;
- Resolutions and ordinances described as to their substantive content and sequential numbering;
- Record of all contracts and agreements, and their amendment, approved by the Board;
- Approval of the annual budget;
- Approval of all policies, rules and/or regulations;

Approval of all dispositions of District assets;
Approval of all purchases of District assets; and,
Time of meeting's adjournment.

Revised, Approved and Adopted April 22, 2014