



PROCEDURE NAME: 1.10.9 Minutes

Reference: Education Code, Section 72121(a)

**Note: This procedure is suggested as good practice. It addresses the Chaffey Policy:
Chapter 1: Governance Process, 1.10.9 Minutes**

Purpose: *To provide information on the process for keeping records of governing board actions.*

1. Minutes of official governing board meetings are taken by Superintendent/President's office staff. Regular, special, emergency, and adjourned meetings are official meetings. Actions taken in closed session are reported at the following official meeting and become part of the minutes of that meeting. Study sessions are informational meetings, and minutes are not kept.
2. Minutes record board members present, motions, names of persons making and seconding motions, and vote on motions. The minutes indicate the meeting beginning and ending times, time of arrival of members who arrive after the meeting begins, and time of departure of members who leave before the meeting concludes. The minutes record resolutions and recommendations of the administration and information upon which action has been taken by the board. The minutes may also include verbal reports of board members, administrators, and senate representatives.
3. Meetings are tape recorded to ensure accuracy and completeness of the minutes. (Access to and maintenance of tape recordings are addressed in Board Policy 1.10.10 and Administrative Procedure 1.10.10.)
4. Following governing board approval, minutes can be accessed by college staff and the public on the Chaffey College web site and at the Chaffey College Library.