

Bylaws of the Board

Minutes

The secretary of the Governing Board shall keep minutes and record all official Board actions. (Education Code 35145, 35163)

Any minutes kept for Board meetings held in closed session shall be kept in a minute book separate from the minutes of regular and special meetings. The minute book for closed session is not a public record. (Government Code 54957.2)

(cf. 9321 - Closed Sessions)

Official Board minutes and the master copy of the policy manual shall be stored in a fire-proof location.

Copies of the minutes of each regular or special meeting shall be distributed to all Board members with the agenda for the next regular meeting.

Recording of Votes

Motions or resolutions shall be recorded as having passed or failed. Individual votes shall be recorded unless the action was unanimous. All motions and Board resolutions shall be numbered consecutively from the beginning of each fiscal year.

Legal Reference:

EDUCATION CODE

35145 Public meetings

35163 Official actions, minutes and journals

35164 Vote requirements

PENAL CODE

632 Unlawful to intentionally record a confidential communication without consent of all parties to the communication

GOVERNMENT CODE

54957.2 Closed sessions; clerk; minute book

Bylaw
adopted: October 1990

NORRIS SCHOOL DISTRICT
Bakersfield, California