

**MINUTES AND RECORDINGS**

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

*(cf. 9323.2 - Actions by the Board)*

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.

Any minutes or recordings kept for Board meetings held in closed session shall be kept separate from the minutes or recordings of regular and special meetings. Minutes or recordings of closed sessions are not public records. (Government Code 54957.2)

*(cf. 1340 - Access to District Records)*  
*(cf. 9321.1 - Closed Session Actions and Reports)*

Official Board minutes and recordings shall be stored in a fire-proof location.

**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.

**Video or Audio Recording**

A video or audio tape recording may be made at any Board meeting. The presiding officer shall announce that a recording is being made at the beginning of the meeting, and the recorder shall be placed in plain view of all persons present, insofar as possible.

Recordings made during regular or special Board meetings are public records. They shall be kept for at least 30 days and upon request shall be made available for inspection by members of the public on a District recorder without charge. (Government Code 54953.5)

*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*
- 54960 *Violations and remedies*

Bylaw  
Adopted: October 23, 2000

**BREA OLINDA UNIFIED SCHOOL DISTRICT**  
Brea, California