

**SAN FRANCISCO COMMUNITY COLLEGE DISTRICT
POLICY MANUAL**

Title: MINUTES OF MEETINGS	Number: BP 1.13
Legal Authority: Reference: Education Code, sections 70902 and 72121(a); Government Code, section 54957.5.	2 Pages

The Chancellor shall cause minutes to be taken of all regular meetings of the Board in accordance with the District Sunshine Policy. The minutes shall state the time the meeting was called to order, the names of the members attending the meeting, the roll call vote on each matter considered at the meeting, the time the board or committee began and ended any closed session, the names of the members and the names, and titles where applicable, of any other persons attending any closed session, a list of those members of the public who spoke on each matter if the speakers identified themselves, whether such speakers supported or opposed the matter, for each agenda item, and the time the meeting was adjourned.

Any person speaking during a public comment period may supply a brief written summary of their comments, which shall, if no more than 150 words, be included in the minutes.

The minutes may also record requests made by individual Trustees and the responses to such requests. If any Trustee wishes to have any additional matter included in the minutes, he/she must submit a written statement with a request that it be included in the minutes.

To ensure an accurate record of the Board of Trustees' decisions and the directions it gives to the administration and to avoid future confusion and uncertainty, every "action" (see following definition) by the Board of Trustees must be by a documented vote on a written resolution or other document.

The meetings to which this policy applies include, but are not limited to: work sessions or committee meetings, open sessions, special meetings, and retreats.

"Actions" include, but are not limited to: written resolutions, direction given on labor negotiations, legal actions, real estate matters, and personnel issues as well as on programs, projects, and plans that are presented for Board review, comment, and feedback.

At its subsequent work session, committee meeting, or open or closed session, the Board of Trustees will approve the accuracy of the written record of the immediate past meeting of a similar nature (i.e., open session and next open session, closed session and next closed session). Following a special meeting or retreat, the Board will approve the written record at its next open or closed session as appropriate.

The officially adopted minutes shall be available for inspection and copying upon request

no later than ten working days after the meeting at which the minutes are adopted. Upon request, minutes required to be produced by this section, shall be made available in increased type size.

Records of all business transacted and of all policies and regulations, or other controls enacted by the Board, shall be set forth in full in the official records of the District, which shall be the official public records of Board actions.

Approved by District Board of Trustees	Authenticated by the General Counsel
Date: 8/27/09	Revision Number: 1 Date: 10/25/12