

BOARD BYLAW

Placentia-Yorba Linda Unified School District

Bylaws of the Board

9326 - BB

MINUTES AND RECORDINGS OF BOARD MEETINGS

The Governing Board recognizes that maintaining accurate minutes of Board meetings provides a record of Board actions for use by district staff and the public. Accurate minutes also help foster public trust that Board actions are occurring in public in accordance with law.

The secretary of the Board shall keep minutes and record all official Board actions. The Board's minutes shall be public records and shall be made available to the public upon request. (Education Code 35145, 35163)

The minutes shall reflect which members are present and whether a member is not present for part of the meeting due to late arrival and/or early departure.

The minutes shall include the specific language of each motion and the names of the Board members who made and seconded the motion.

The minutes shall also report any action taken and the vote or abstention on that action of each member present (Government Code 54953)

The minutes shall reflect the names of those individuals who comment during the meeting's public comment period as well as the topics they address.

The Superintendent or designee shall distribute a copy of the "unapproved" minutes of the previous meeting(s) with the agenda for the next regular meeting. The Board shall approve the minutes as circulated or with necessary amendments.

Official Board minutes and recordings shall be stored in a secure location and shall be retained in accordance with law.

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

Recording or Broadcasting of Meetings

The district may tape, film or broadcast any open Board meeting.

Any district recording may be erased or destroyed 30 days after the meeting. Recordings made during a meeting are public records 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:

<u>Education Code</u>	Section 35145 Section 35163 Section 35164	Public meetings Official actions, minutes and journals Vote requirements
<u>Government Code</u>	Section 54952.2 Section 54953 Section 54953.5 Section 54953.6 Section 54957.2 Section 54960	Meeting defined Meetings Audio or video recording of proceedings Broadcasting of proceedings Closed sessions; clerk; minute book Violations and remedies
<u>Penal Code</u>	Section 632	Unlawful to intentionally record a confidential communication without consent
<u>Code of Regulations, Title 5</u>	Sections 16020- 16027	Classification and retention of records

Bylaw adopted: 8/4/75
Bylaw revised: 10/13/81
Bylaw revised: 7/26/82
Bylaw revised: 8/22/95
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