

## Minutes of Board Meetings

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### B-90

**PURPOSE:** This policy establishes the rules for preparation of minutes, what items may be included and procedures to approve or amend the minutes.

**B-90-10 Preparation of Minutes.** With the assistance of the District Manager, the Secretary of the Board of Directors shall provide “action” written minutes of all meetings of the Board from meeting notes and the meeting audiotape, if needed. The audiotape, if needed, will be kept until the Board by motion has approved the minutes. The written minutes shall be considered the formal minutes of the District and the audiotape record shall thereafter be promptly erased.

**B-90-20 Contents.** The written minutes shall contain all actions taken by the Board and identify all reports considered, the names of who voted, each yea, nay, abstention and recusal with names of members of the public who spoke, and the substance of their comments, and any recommendations from staff, legal counsel, or consultants.

**B-90-30 Required Details.** The written minutes shall also include date, time, place, and type of meeting; roll call; notation of late-arriving or early-departing Board Members and any absences when votes are taken; notices of special meetings; and time of adjournment. A record of those present and serving the District as contractors and consultants will also be recorded.

**B-90-40 Individual Items.** The types of agenda items that shall be included in the written minutes are including but not limited to the approval of written minutes of prior meetings; resolutions; ordinances; contracts; bid proceedings; warrants; budgets; reports by staff, legal counsel and consultants; important correspondence; appearances by delegations and special guests; and policy and procedure issues. Other items may be included in the written minutes at the discretion of the District Manager. The written minutes shall not include anything discussed in a closed session but shall include any report out from a closed session.

**B-90-50 Approval Procedure.** The Board shall consider written minutes for approval in a timely manner. Approval will be by motion. A majority vote of the Board is required to approve any corrections. If corrections are approved by a majority of the Board, the written minutes as corrected will then be approved by motion.