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5 **MINUTES OF THE BOARD OF TRUSTEES**  
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8 A. The minutes of the Board meeting shall record those present, who presided, all motions,  
9 show the names of persons making and seconding motions, and the vote on motions unless  
10 the vote is unanimous. The minutes shall indicate the time of arrival of members who arrive  
11 after the meeting begins and the time of departure of members who leave before the  
12 meeting concludes. The minutes shall also record all resolutions and recommendations of  
13 the administration and the pertinent information upon which the Board has taken action.  
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15 B. If the Board uses any tape or video recording of a meeting, the recording shall be subject to  
16 inspection by members of the public in accordance with the California Public Records Act.  
17 Government Code Sections 6250, et. Seq. The Chancellor is directed to enact  
18 administrative Procedures to ensure that any such recordings are maintained for at least  
19 thirty days following the taping or recording.  
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21 Persons attending an open and public meeting of the Board may, at their own expense,  
22 record the proceedings with an audio or video tape recording or a still or motion picture  
23 camera or may broadcast the proceedings. However, if the Board finds by a majority vote  
24 that the recording or broadcast cannot continue without noise, illumination, or obstruction of  
25 view that constitutes or would constitute a persistent disruption of the proceedings, any such  
26 person shall be directed by the President of the Board to stop.  
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47 Reference:

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49 Government Code §§ 54953.q5, 54953.6  
50 Education Code § 72121(a)  
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52 AMENDED: 04/08/04  
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