

## **BP 2360 Minutes**

### **References:**

ORS 192.650

The Board of Education will assign responsibility for taking minutes of all meetings of the Board of Education. All minutes of the Board of Directors will be set forth in a minutes book of the Board. The minutes book will be kept by the secretary as the permanent official record of College legislation and will be open to inspection of the public.

The minutes shall be public records and shall be available to the public. If requested, the minutes shall be made available in appropriate alternative formats so as to be accessible to persons with a disability. The minutes shall record all actions taken by the Board of Education.

Pursuant to Oregon law, the minutes shall also include at least the following information:

- a) All members of the governing body present;
- b) All motions, proposals, resolutions, orders, ordinances and measures proposed and their disposition;
- c) The results of all votes and, except for public bodies consisting of more than 25 members unless requested by a member of that body, the vote of each member by name, except when the vote is unanimous;
- d) The substance of any discussion on any matter; and
- e) Subject to ORS 192.311 to 192.478 relating to public records, a reference to any document discussed at the meeting.

Minutes for Executive Sessions and Emergency Meetings shall be kept in accordance with Oregon Revised Statutes.

The public and patrons of the College may receive, upon request, copies of the approved current minutes in the President's office and in the library.

The college will maintain and make available to interested parties and college personnel an official copy of the meeting minutes.

**END OF POLICY**



Policy No.: 2360; Page 2 of 2  
Adopted: November 13, 2018  
Last Revised: November 13, 2018

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Board Adoption Date: \_\_\_\_\_  
President's Cabinet Adoption Date: \_\_\_\_\_  
College Council Adoption Date: \_\_\_\_\_

**Rescinded policy(ies): 1.165 Regarding Minutes 1.130, 1.135**