

LODI UNIFIED SCHOOL DISTRICT

Bylaw 9324

Bylaws of the Board

Minutes and Recordings

The secretary of the Board of Education 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. Copies of the minutes of each regular or special meeting shall be distributed to all Board members.

Any minutes or recordings kept for Board meetings held in closed session shall be kept separate from the minutes or recordings of regular and special meetings. Minutes or recordings of closed sessions are not public records.

Official Board minutes and recordings shall be stored in a fire-proof location.

In order to ensure that the minutes are focused on Board action, the minutes shall include only a brief summary of the Board's discussion, but shall not include a verbatim record of the Board's discussion on each agenda topic or the names of Board members who made specific points during the discussion.

The minutes shall include the specific language of each motion, the names of members who made the motion, and the individual votes of each member, unless the action was unanimous. Motions or resolutions shall be recorded as having passed or failed. All Board resolutions shall be numbered consecutively from the beginning of each fiscal year.

Recording or Broadcasting of Meetings

A tape, film, or broadcast may be made at any open Board meeting. The presiding officer shall announce that a recording is being made at the beginning of the meeting.

Recordings made during regular or special Board meetings are public records. They shall be kept for at least 30 days and upon request shall be made available for inspection by members of the public on a district recorder without charge.

Legal References: Education Code
35145 Public meetings
35163 Official actions, minutes and journals
35164 Vote requirements

Penal Code

632 Unlawful to intentionally record a confidential communication
without consent of all parties to the communication

Government Code

54957.2 Closed sessions; clerk; minute book

54953.5 Right to record proceedings; conditions; tape or film records
made by or under direction of local agencies

54960 Violations and remedies

Bylaw
adopted: 11/02/76
revised: 02/18/97
revised: 05/19/09
revised: 02/07/12 Technical Revision