

Number: **BP 020**

Authority: Board of Directors  
Effective: July 23, 2015  
Revised: March 5, 2024  
Reviewed: March 21, 2024  
Initiating Dept./Div.: Secretary of the District



## **BOARD POLICY**

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### **MINUTE STYLE AND VIDEO RECORDING OF BOARD AND STANDING COMMITTEE MEETINGS**

#### PURPOSE

To establish a policy regarding the format of minutes of Board and Standing Committee meetings and the video recording of Board and Committee meetings.

#### POLICY

##### Board Meetings

The written minutes of hybrid (in-person and virtual) Board meetings shall be prepared and kept by the Secretary of the District, approved by the Board of Directors, and shall be brief, summary-style minutes documenting:

- Action items motions, seconds and vote counts;
- Summarized comments made by members of the public;
- Key concepts and thoughts made by Board Members; and
- Policy reasons for decisions made.

Minutes will generally be scheduled for approval by the Board of Directors on the next Board agenda.

In accordance with goals of the District's Strategic Plan to maintain openness and transparency in the way the Board conducts its business, and to provide excellent customer service, video recordings shall be made of each Board meeting held in the Board Room. These recordings will be posted to the District's website and retained permanently, in accordance with the District's Records Retention Schedule.

##### Standing Committee Meetings

The written minutes of hybrid Standing Committee meetings shall be prepared and kept by the Secretary of the District, authorized by the Committee, and shall be summary-style minutes documenting:

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Committee recommendations;

Key concepts and thoughts made by Committee Members, staff and of the public; and

Policy reasons for decisions being considered.

Minutes will generally be scheduled for review by the Board of Directors on the next Board agenda.

*[Original Retained by the Secretary of the District]*