

**SAN DIEGO COUNTY OFFICE OF EDUCATION**

**DRAFT 4/19/17**  
**BYLAW NO. 9324**

**CLASSIFICATION: Bylaws of the Board**

**ADOPTED: 7/14/76**  
**REVISED: (DATE)**  
**REVIEWED:**

**SUBJECT: Minutes and Recordings**

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The County Board of Education (County Board) recognizes that maintaining accurate minutes of County Board meetings provides a record of official actions for use by members of the County Board, San Diego County Office of Education staff, and the public and helps foster public trust in County Board governance.

The County Board shall keep a record of its proceedings and shall record the votes of County Board members in the meeting minutes.

The County Board's minutes shall be public records and shall be made available to the public upon request.

The minutes shall reflect which members are present and whether a member is not present for part of the meeting due to late arrival and/or early departure.

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

The minutes shall include the specific language of each motion and the names of the County Board members who made and seconded the motion.

The minutes shall also report any action taken and the vote or abstention on that action of each County Board member present.

The minutes shall reflect the names given by those individuals who comment during the meeting's public comment period as well as the topics they address.

The secretary of the County Board or his/her designee shall distribute a draft of the minutes of the previous meeting(s) with the agenda for the next regular meeting. The County Board shall approve the minutes as circulated or with necessary amendments. Upon approval by the County Board, the minutes shall become the official record of County Board proceedings.

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Official County Board minutes and recordings shall be stored in a secure location and shall be retained in accordance with law.

Recording or Broadcasting of Meetings

The County Board may audio record, videotape, or broadcast all open regular and special County Board meetings and public hearings, including meetings and public hearings of the County Board acting as the County Committee on School District Organization. The County Board President shall announce at the beginning of the meeting that a recording or broadcasting is being made at the direction of the County Board. As practicable, the recorder or camera shall be placed in plain view of meeting participants.

Any County Board audio or video recording may be erased or destroyed six (6) months after the meeting as long as the minutes of that meeting have been approved. Recordings made at the direction of the County Board during a meeting are public records and, upon request, shall be made available for inspection by members of the public on County Office of Education equipment without charge. A copy of any recording may be requested within six (6) months after the recording is made, in accordance with procedures established in Administrative Regulation 3560.

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**Derivation:**

Board Policy No. 8210, Amended and Renumbered 9324, 3/8/95. Amended 8/14/96.  
Renamed and Amended (DATE).

**Legal Reference:**

Education Code

1011, 1015, 1040

Government Code

6250-6270, 54952.2, 54953, 54953.5, 54953.6, 54957.2, 54960

California Code of Regulations, Title 5

16020-16027

**Management Resources:**

*The Brown Act: School Boards and Open Meeting Laws*, rev. 2014; *A Call to Order*, rev. 2015, California School Boards Association: [www.csba.org](http://www.csba.org)