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**Board Policy**  
Chapter 2 – Governing Board

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**BP 2360 Minutes**

**References:**

Education Code Section 72121 subdivision (a);  
Government Code Section 54957.5

The Superintendent/President shall cause minutes to be taken of all meetings of the Governing Board. The minutes shall record all actions taken by the Governing Board including, but not limited to, those Board members present and absent, all motions, names of those making and seconding motions, and votes. 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.

Also see BP 2310 Regular Meetings of the Governing Board, BP/AP 2320 Special and Emergency Meetings, BP/AP 2340 Agendas, BP/AP 2345 Public Participation at Board Meetings, BP 2350 Speakers, AP 2360 Minutes, BP/AP 2365 Recording, and BP/AP 3300 Public Records.

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**Adopted:** 11/13/07

**Revised:** 6/10/14, 10/14/25

**Reviewed:** 1/9/18

*(Replaces former Palomar College Policy  
12.12 and all previous versions of BP 2360)*