
FRESNO COUNTY BOARD OF EDUCATION**Board Bylaws****MINUTES AND RECORDINGS**

The County Board recognizes that maintaining accurate minutes of County Board meetings provides a record of County Board actions for use by the County Board, County Superintendent, County Superintendent's staff, and the public, and helps foster public trust in County Board governance.

The County Board shall keep a record of its proceedings and record the votes of County Board members in the meeting minutes. (Education Code 1015, 1040.) 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, in person or by teleconference, 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 may include a brief summary of the County Board's discussion but 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. (Government Code 54953.)

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

The County Superintendent or designee shall distribute a copy of the "unapproved" 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.

Approved minutes shall be signed by the County Superintendent, as Ex-Officio Secretary and Executive Officer to the County Board.

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 tape, film, stream, or broadcast any open County Board meeting. As practicable, the recorder or camera shall be placed in plain view of meeting participants.

Any County Board recording may be erased or destroyed once the minutes of a meeting have been approved by County Board. Recordings made at the direction of the County Board during a meeting and that have not been erased or destroyed in accordance with this Board Bylaw are

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public records and, upon request, shall be made available for inspection by members of the public on County Superintendent equipment without charge. (Government Code 54953.5.)

Adopted: 04/20/1995

Amended: 12/18/2014, 11/15/2018, 09/21/2023

Legal ReferenceEducation Code

1011 County board meetings

1015 Recording votes

1040 Duties of the County Board

35145 Public meetings

35163 Official actions, minutes and journals

35164 Vote requirements

Government Code

54952.2 Meeting defined

54953 Meetings

54953.5 Audio or video recording of proceedings

54953.6 Broadcasting of proceedings

54957.2 Closed sessions; clerk; minute book

54960 Violations and remedies

6250-6270 Public Records Act

Penal Code

632 Unlawful to intentionally record a confidential communication without consent

Code of Regulations, Title 5

16020-16027 Classification and retention of records

Management ResourcesCSBA Publications

The Brown Act: School Boards and Open Meeting Laws, rev. 2019

A Call to Order, revised 2015

Web Sites

CSBA, Agenda Online: <http://www.csba.org>

California Attorney General's Office: <http://ag.ca.gov>