

TWAIN HARTE COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: Minutes of Board Meetings

POLICY NUMBER: 5060

ADOPTED: August 16, 2005

AMENDED: July 9, 2015

5060.10 The Secretary of the Board of Directors shall keep minutes of all regular and special meetings of the Board.

5060.11 Copies of a meeting's minutes shall be distributed to Directors as a part of the information packet for the next regular meeting of the Board, at which time the Board will consider approving the minutes as presented or with modifications. Once approved by the Board, the official minutes shall be kept electronically and in hard copy in a fireproof vault or in a fire-resistant, locked cabinet.

5060.12 All actions shall be recorded in the minutes. Individual votes will be recorded for actions taken on resolutions and ordinances. All resolutions and ordinances adopted by the Board shall be numbered consecutively, starting new at the beginning of each year. The following additional information (if relevant) shall be included in each meeting's minutes:

- i. Date, place and type of each meeting.
- ii. Directors present and absent by name.
- iii. Administrative staff present by name.
- iv. Call to order.
- v. Time and name of late arriving Directors.
- vi. Time and name of early departing Directors.
- vii. Names of Directors absent during any agenda item upon which action was taken.
- viii. Summary record of staff reports.
- ix. Summary record of public comment regarding matters not on the agenda.
- x. Approval of the minutes or modified minutes of preceding meetings.
- xi. Approval of financial reports.
- xii. Time of meeting adjournment.