



**Administrative Regulation**  
Chapter 2 –Board of Trustees

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**AR 2360 MINUTES**

The recording secretary to the Board will take minutes at all Board meetings.

The minutes shall record all actions taken by the Board, including all motions, the names of those making and seconding motions, and the votes. Non-action items shall be recorded in the minutes by stating the name of the speaker and the general topic.

**Reference:**

Education Code Section 72121(a)

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*Reviewed and approved by Senior Staff: 7-25-2017*