

**MINUTES AND RECORDINGS**

- I. Record of Proceedings: Minutes must be taken at all meetings recording all actions taken by the County Board. Such minutes will constitute public records and shall be available to the public.
  - A. The County Superintendent shall cause to be kept a record of all actions taken in regular and special meetings. (Education Code sections 1040(b), 1240(g))

Recording of Vote: The Board shall publicly report any action taken and the vote or abstention on that action of each member present for the action, which may include a roll call vote if requested by a Board Member or as required by law. All votes shall be recorded in the meeting minutes. (E.C. § 1015; Government Code 54953(b)(2)(A), 54953(c)(2))