

County Board Minutes and Recordings

The Yolo County Board of Education (“County Board”) recognizes that maintaining accurate minutes of County Board meetings provides a record of County Board actions for use by the County Board, Yolo County Superintendent of Schools (“Superintendent”) and their staff, and the public, and helps foster public trust in County Board governance.

The approved budget, statistical compilations, reports, notices, bulletins, memoranda, minutes of meetings and official communications between governmental branches are public records, and access thereto during normal hours of business may be granted to any citizen.

The secretary of the County Board shall keep minutes and record all official Board actions. (Education Code 35145, 35163) 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 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.

Copies of the minutes of each regular or special meeting shall be distributed to all County Board members with the agenda for the next regular meeting.

Any minutes or recordings kept for Board meetings held in closed session shall be kept separate from the minutes or recordings of regular and special meetings. Minutes or recordings of closed sessions are not public records. (Government Code 54957.2)

Approved minutes shall be signed by the Superintendent, Secretary to the County Board.

Official County Board minutes and recordings shall be stored in a fire-proof location and retained in accordance with law.

Recording of Votes

Motions or resolutions shall be recorded as having passed or failed. Individual votes shall be recorded unless the action was unanimous. All motions and County Board resolutions shall be numbered consecutively from the beginning of each fiscal year.

The minutes shall 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.

Video or Audio Recording

A video or audio tape recording may be made at any Board meeting. The presiding officer shall announce that a recording is being made at the beginning of the meeting, and the recorder shall be placed in plain view of all persons present, insofar as possible.

Recordings made during regular or special Board meetings are public records. They shall be kept for at least 30 days and upon request shall be made available for inspection by members of the public on a district recorder without charge. (Government Code 54953.5)

Legal Reference:

Education Code, 35145, 35163, 35164

Penal Code, 632

Government Code, 54950-54963

ADOPTED: July 23, 1984

REVISED: 10/24/94, 11/14/23