



Board Policy: Minutes of Meeting	Policy Number: BP01: 04.019
Article: 1.) Institutional Integrity/ Board of Trustees Section: 4.) Meetings	Adopted by the BOT: 10/11/1999 Reviewed:
Applicable WAC/RCW:	Page 1 of 1

**BP01: 04.019 Minutes of Meeting [formerly 94–11–01 and amended upon adoption as policies]**

Minutes of regular and special meetings are public records. The Approved Board Minutes, a permanent record of all District Board legislation, shall be open to inspection (except as provided by law) and shall be kept on file in the Office of the President as a permanent official record of all transactions of the Board.

The minutes shall record the name of the trustee making a motion, the name of the trustee seconding it, and the vote, attributing each "yea" and "nay" vote or abstention to the individual trustee. The voting shall be by voice, except that a roll call may be required for resolutions and all other questions whenever requested by a trustee. A trustee may also have the reasons for his or her vote recorded in the minutes if she/he so requests at the time of voting.