



<b>Policy No.:</b> P100-19-1	<b>Type of Policy:</b> Board Business
<b>Policy Title:</b> Board Minutes	
<b>Policy Description:</b> Format for Board of Director's Meeting Minutes	
<b>Approval Date:</b> 7/16/2019	<b>Last Review Date:</b> 2019
<b>Approval Resolution No.:</b> 25-19	<b>Next Review Date:</b> 2023
<b>Rescinded Resolution No.:</b> 14-15	<b>Rescinded Resolution Date:</b> 3/3/2015

The purpose of this policy of the Board of Directors of Dublin San Ramon Services District is to establish guidelines for the preparation of Board meeting minutes.

The laws under which the District operates require the District to retain minutes taken of the proceedings of the Board and Committees that qualify as “legislative bodies” under the Brown Act (Government Code Sections 54952(b), 54953(c)(2), and 60201(d)(3)). In addition, minutes and other written reports are required to be made in certain circumstances specified in various statutes (Government Code Sections 53232.3(d), 54956.5(e), 61047(c) and 61047(e)(2)-(5)). The format of the written record is not a legal matter; rather, the Board may choose a preferred style to reflect its decisions, actions and policies.

The Board’s policy is:

1. In accordance with the District’s Records Retention Schedule policy, as required by Government Code Section 60201(d)(3), Board meeting minutes are a “permanent record,” and as such, will be kept permanently.
2. Minutes are stored in the District’s vault and current minutes are posted to the District’s website.
3. To maintain openness and transparency in the way the Board conducts its business, it has opted to video record Regular Board meetings and post recordings to the District’s website. Exceptions may occur when technological issues arise or when meetings are held at alternative locations, as determined by the District Secretary.
4. Commonly used minute format styles include Action, Brief Summary, Detailed Summary, and Verbatim.

The Board reaffirms its previous determination that its meeting minutes shall be prepared in Brief Summary format documenting:

- a. Action items, motions, seconds, and votes;
- b. Summarized comments made by members of the public;
- c. “For the record” statements made by Directors;
- d. Policy reasons for decisions made; and
- e. Brief report of item presentations not in the agenda packet when video recording is unavailable.