

**TWAIN HARTE COMMUNITY SERVICES DISTRICT**  
**Policy and Procedure Manual**

**POLICY TITLE: Minutes of Board Meetings**

**POLICY NUMBER: 5060**

**ADOPTED: August 16, 2005**

**AMENDED: 7/9/2015**

**LAST AMENDED: May 11, 2022**

**5060.10 PURPOSE**

The California Government Code requires the District Board of Directors to keep a record of all of its actions. This policy sets forth this requirement and establishes responsibilities and required contents for Board Meeting minutes.

**5060.20 RESPONSIBILITY**

The Secretary of the Board of Directors shall keep minutes of all regular, special and emergency meetings of the Board. The Secretary shall also be responsible for presenting draft meeting minutes for Board approval and for retaining approved meeting minutes. The Board of Directors shall be responsible for reviewing and approving draft meeting minutes.

**5060.30 CONTENTS**

The California Government Code requires that the Board's meeting minutes record all Board actions, including the aye and no votes taken for the passage of all ordinances, resolutions, or motions. In addition to recording Board actions, Board meeting minutes shall include the following (if relevant):

1. Meeting type (Regular, Special, or Emergency)
2. Place, date and time of meeting.
3. Directors present and absent by name.
4. District staff present by name.
5. Time meeting was called to order.
6. Time and name of any Directors arriving late.
7. Time and name of any Directors departing early.

8. Names of Directors absent (or abstaining) during any agenda item upon which action was taken.
9. Summary record of staff and board reports.
10. Summary record of public comment regarding matters not on the agenda.
11. Approval of the minutes or modified minutes of preceding meetings.
12. Approval of financial reports.
13. Time of meeting adjournment.

#### **5060.40 RETENTION**

Approved meeting minutes shall be retained in accordance with the District's Records Retention Policy. Hard copies shall be kept in a fireproof vault or fire-resistant, locked cabinet. Electronic copies shall be kept on the District's server.