

Southwestern Oregon Community College

BP 2360 Minutes

Purpose

To codify the recording minutes of all meetings of the Board of Education.

Statement

The Board of Education assigns the responsibility for taking minutes of all meetings of the Board of Education to the Secretary of the Board.

The minutes shall record all actions of the Board of Education. The minutes shall be public records and shall be available to the public. If requested, the minutes shall be made available in appropriate alternative formats to be accessible to persons with a disability. The minutes shall record all actions taken by the Board of Education.

Pursuant to Oregon law, the minutes shall also include at least the following information:

- (a) All members of the governing body present.
- (b) All motions, proposals, resolutions, orders, ordinances, and measures proposed and their disposition.
- (c) The results of all votes and the vote of each member by name.
- (d) The substance of any discussion on any matter; and
- (e) Subject to ORS 192.311 to 192.478 relating to public records, a reference to any document discussed at the meeting.

References: ORS 192.650

Adopted: 06/20/2022