

Downey Unified School District

INTERNAL BOARD OPERATIONS

MINUTES

BP 9280

It shall be the policy of the Board of Education that all official actions of the Board of Education shall be set forth in full in the Board Minutes. Documents and other exhibits not readily reproduced nor easily included in the official minutes shall be placed by number recorded in the minutes and filed in the minutes so as to be immediately available.

The minutes shall reflect only action taken, eliminating explanations and discussions, unless same are asked for special inclusion by consent of the majority of the Board. A copy of all motions shall be carefully recorded. The names of those who move and second motions, and if the vote is not unanimous or is a roll call vote, the names of those who vote aye, nay, or abstain shall be recorded.

The minutes of the proceedings of the Board at the previous meeting shall be prepared and distributed to the members by the Secretary to the Board with the agenda for the next regular meeting.

One copy shall be signed as official by the presiding officer and clerk and kept at the District Office. A second copy shall be available in the Superintendent's office for inspection by the school staff or any interested citizen and on the District website (www.dusd.net).