

Bylaws of the BoardMOTIONS JOURNAL/MAINTAINING THE MINUTES

Motions or resolutions shall be recorded as having passed or failed, and individual votes will be recorded unless the action was unanimous. All motions by the county board shall be numbered consecutively starting new at the beginning of each fiscal year. All resolutions shall be numbered for each fiscal year beginning July 1.

The county board minutes shall be maintained as outlined below:

1. Content - County Board Procedure
  - a. The date, place, and type of each meeting
  - b. Members present and members absent by name
  - c. Call to order and Pledge of Allegiance to the Flag of the United States of America
  - d. Arrival of tardy members by name
  - e. Departure of members by name before adjournment or if absence takes place when any county board agenda items are acted upon.
  - f. Date and place of next meeting
  - g. Adjournment of the meeting
  - h. Record of written notice of special meetings
  - i. Record of items of business to be considered at special meetings
  
2. Content - County Board Actions
  - a. Approval or amended approval of the minutes of preceding meetings.
  - b. Complete information as to each subject of the county board's deliberation.
  - c. Complete information as to each subject including the roll call record of the vote on a motion if not unanimous.
  - d. All county board resolutions in complete context numbered serially for each fiscal year.
  
  - e. A record of all contracts entered into.
  - f. A record of all bid procedures including calls for bids authorized, bids received, and other action taken.
  - g. Adoption of the annual budget.
  - h. Financial reports will be presented to the county board every month.
  - i. A record of all important correspondence.
  - j. A record of the superintendent's message to the county board.
  - k. Approval of all policies, board-adopted regulations and bylaws.
  - l. A record of all delegations appearing before the county board.

Legal Reference:

GOVERNMENT CODE

54956.2 Closed sessions; clerk; minute book

Policy:

First Reading: 1/15/85

Adopted: 2/22/85

Revised: 9/19/94