

ADMINISTRATIVE PROCEDURE MANUAL		
SECTION TITLE	NUMBER	PAGE
KEEP MINUTES AND RECORDS	01-0203	1 OF 1
BASED ON BOARD OF TRUSTEES' RULE AND TITLE		DATE REVISED
6Hx7-1.5 District Board of Trustees – Organization and Operation		October 18, 2023

Purpose

The purpose of this procedure is to establish the guidelines for keeping and preserving minutes of District Board of Trustees’ meetings so that all actions and proceedings of the District Board of Trustees (the Board) are appropriately recorded and maintained. It is the duty of the Board to see that such records are developed and maintained in accordance with Florida Statute and State Board Rules.

Procedure

- A. The President, as Corporate Secretary of the Board, shall keep such records and minutes as are necessary to set forth clearly all actions and proceedings of the Board.
- B. The typed minutes of each regular or special meeting shall be considered, corrected if necessary, and approved at the next regular meeting of the Board or at an intervening special meeting. The minutes shall be signed by the Chair and the College President immediately after approval and shall be kept as a public record in a permanently bound book in the custody of the College President.
- C. The minutes shall show the vote of each Board member present on all matters on which the Board takes action. It is the duty of each member to see that both the matter and the vote thereon are properly recorded.

REFERENCES: F.S. 120.54, 286.011, 1001.64, 1001.65

Adopted Date: November 2, 1987

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