

LIVERMORE AREA RECREATION AND PARK DISTRICT ASSOCIATION BOARD POLICY MANUAL

POLICY TITLE: Minutes of Board Meetings
POLICY NUMBER: 5060

1. The Clerk of the Board of Directors shall keep **summary** minutes of all regular and special meetings of the Board.
 - a. Copies of said minutes shall be distributed to Directors with the agenda for the next regular Board meeting.
 - b. The official minutes of the regular and special meetings of the Board shall be kept in a fire-proof vault or in fire-resistant, locked cabinets.
2. A video and/or audio tape recording of any meeting of the Board of Directors may be made at the request of the General Manager or any Director when such request is approved by a majority of the whole Board. Although recordings or videos of meetings may be made, the written, approved minutes of meetings of the Board of Directors are to be considered the official records of said meetings.
3. Motions, resolutions or ordinances shall be recorded as having passed or failed, and individual votes will be recorded unless the action was unanimous.
 - a. All resolutions and ordinances adopted by the Board shall be numbered consecutively.
4. The minutes of Board meetings shall be maintained as hereinafter outlined.
 - a. Procedure:
 - 1) Date, place and type of each meeting
 - 2) Directors present and absent by name
 - 3) Call to order
 - 4) Arrival of tardy Directors by name
 - 5) Pre-adjournment departure of Directors by name, or if absence takes place when any agenda items are acted upon

- 6) Adjournment of the meeting
 - 7) Record of written notice of special meetings
 - 8) Record of items to be considered at special meetings
- b. Board Actions:
- 1) Approval or amended approval of the minutes of preceding meetings
 - 2) Complete information as to each subject of the Board's deliberation
 - 3) Complete information as to each subject including the roll call record of the vote on a motion if not unanimous
 - 4) All Board resolutions and ordinances in complete context, numbered serially
 - 5) A record of all contracts entered into
 - 6) A record of all bid procedures, including calls for bids authorized, bids received, and other action taken
 - 7) A record by number of all warrants approved for payment
 - 8) Adoption of the annual budget
 - 9) Financial reports, including collections received and deposited and sales of District property, shall be presented to the Board every month
 - 10) A record of correspondence addressed to the Board of Directors
 - 11) A record of the General Manager's report to the Board
 - 12) Approval of all policies and Board-adopted regulations
 - 13) A record of all visitors and delegations appearing before the Board