

Minutes, Resolutions and Closed Session Minutes:

The Secretary shall cause to be kept at the principal office of the District, a record of all meetings of the Board of Directors, showing the time and place, whether regular or special and if special, how authorized, the notice given, the names of the Directors present, and a statement of the vote of the Directors on all motions and resolutions.

Pursuant to the Brown Act, the District Board may, designate a clerk or other officer or employee of the District who shall attend each closed session of the District Board and keep a record of topics discussed and decisions made at the meeting. Any record made pursuant to this Policy is not a public record subject to inspection and shall be kept confidential. The record shall be available only to members of the District Board, the CEO and General Counsel or to a court of general jurisdiction wherein the District is located, if a violation of the Brown Act is alleged to have occurred at a closed session. Such a record may, but need not, consist of a written record of the closed session.

All resolution and ordinances adopted by the Board shall be numbered consecutively, starting new at the beginning of each year.