

Truckee-Donner Recreation and Park District Policy Handbook

POLICY TITLE: Minutes of Board Meetings
POLICY NUMBER: 505

505.10 The District Clerk of the Board of Directors shall keep minutes of all regular and special meetings of the Board.

505.11 Copies of said minutes shall be made for distribution to Directors with the agenda for the next regular Board meeting.

505.12 The official minutes of the regular and special meetings of the Board shall be posted on the District's Website and made available to the public upon request.

505.20 A video and/or audio tape recording of any meeting of the Board of Directors, including closed sessions, 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.

505.21 The Chair will announce that a recording is being made at the beginning of the meeting, and the recording device shall be placed in plain view of all present, so far as is possible.

505.22 Recordings made during closed sessions of the Board are deemed not to be public records.

505.23 The recordings, tapes, discs or other electronic data/information storage devices, if saved, shall be deemed as a public record.

505.30 Resolutions and ordinances shall be recorded as having passed or failed and individual votes will be recorded.

505.31 All resolutions and ordinances adopted by the Board shall be numbered consecutively. Resolutions shall be numbered consecutively starting new at the beginning of each calendar year.

505.40 Motions shall be recorded as having passed or failed.