

May 20, 2021

21-177

BP 2360 MINUTES

PREPARED BY: Jeannie Moton, Executive Coordinator, Office of the President

APPROVED BY: Mark Mitsui, President

REPORT: With adoption of resolution 19-069 on January 17, 2019 the board approved a policy framework provided by OCCA. The board appointed two board members to a work group to begin updating PCC Board Policy.

After review, the work group is proposing adoption of the following:

BP 2360 Minutes

The Board of Directors will assign responsibility for taking minutes of all meetings of the Board of Directors. The minutes shall record all actions of the Board of Directors. The minutes shall be public records and shall be available to the public. If requested, the minutes shall be made available in appropriate alternative formats so as to be accessible to persons with a disability. The minutes shall record all actions taken by the Board of Directors.

Pursuant to Oregon law, the minutes shall also include at least the following information:

- a) All members of the governing body present;
- b) All motions, proposals, resolutions, orders, ordinances and measures proposed and their disposition;
- c) The results of all votes and, except for public bodies consisting of more than 25 members unless requested by a member of that body, the vote of each member by name;
- d) The substance of any discussion on any matter; and
- e) Subject to ORS 192.311 to 192.478 relating to public records, a reference to any document discussed at the meeting.

RECOMMENDATION: That the board approve BP 2320 in accordance with ORS 192.650. Upon approval, Policy B202- Minutes will be sunset.