

CHAVEZ HUIERTA

K-12 PREPARATORY ACADEMY

Book	CHPA Board Policy Manual
Section	Chapter Board of Directors
Title	BP 1230 Minutes and Recording
Number	BP 1230
Status	Active
Legal	Colorado Open Meetings Law C.R.S. 24-6-40, et seq.
Adopted	January 10, 2017
Last Reviewed	January 10, 2017

The Executive Director shall cause minutes to be taken of all meetings of the Board. The minutes shall record all actions taken by the Board. 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. Official Board of Director meeting minutes are maintained at the Administrative Services Center and are accessible to the public.

The minutes shall record names of Directors present, all motions, names of those making and seconding motions, votes, and major discussion points. The minutes shall also memorialize any commentary “requested for the record”.

If the Board causes any tape or video recording of a meeting, the recording shall be subject to inspection by members of the public in accordance with the Colorado Open Meetings Law C.R.S. 29-6-40 et seq. The Executive Director is directed to enact administrative procedures to ensure that any such recordings are maintained for at least thirty days following the taping or recording.

Persons attending an open and public meeting of the Board may, at their own expense, record the proceedings with an audio or video tape recording or a still or motion picture camera or may broadcast the proceedings. However, if the Board finds by a majority vote that the recording or broadcast cannot continue without noise, illumination, or obstruction of view that constitutes or would constitute a persistent disruption of the proceedings, any such person shall be directed by the President of the Board to stop.

Executive session minutes will only be made available upon request and reviewed by the Board and Legal Counsel as to compliance with state law.

See administrative procedure AP 1230

Last Revised December 8, 2016