HORNBROOK COMMUNITY SERVICES DISTRICT
Board of Directors Bylaws

POLICY TITLE: Minutes
POLICY NUMBER: 4070
ADOPTED:
AMENDED:

4070.01 Minutes
The District Secretary shall keep minutes of regular and special meetings of the Board.

4070.02
Copies of a meeting's minutes shall be distributed to Directors as a part of the information packet for the next regular meeting of the Board, at which time the Board will consider approving the minutes as presented or with modifications. Once approved by the Board, the official minutes shall be kept in a fireproof vault or in a fire-resistant, locked cabinet. The official minutes of the regular and special meetings of the Board shall be kept in fire-proof vault or in fire-resistant, locked cabinets.

4070.03
Any recording of a District meeting made for whatever purpose at the direction of the District shall be subject to inspection pursuant to the California Public Records Act. Consistent with Government Code Section 54953.5(b), the District will maintain the recordings for a 30-day period after the recording. During the 30-day period, the District will provide, without charge, the necessary equipment for inspection of said recordings at the District Office during regular business hours. In addition to the 30- day requirement, the District will maintain the recordings- in accordance with its current Records Retention Policy. Copies of audio recordings will be charged according to District policy for reproduction records and information.

4070.04
The minutes of the Board shall be kept by the District Secretary and shall be neatly produced and kept in a file for that purpose, with a record of each particular type of business transacted set off in paragraphs with proper subheads.

4070.05
The minutes of the Board of Directors shall record the aye and no votes taken by the members of the Board of Directors for the passage or denial of all ordinances, resolutions, or motions.

4070.06
The District Secretary shall be required to make a record only of such business as was actually considered by a vote of the Board and shall not be required to record any remarks of Directors or any

other person. The Secretary shall also list in the minutes any direction given by a confirmed consensus of the Board at the meeting.

4070.07
Whenever the Board acts in a quasi-judicial proceeding such as in assessment matters, the District Secretary shall compile a summary of the testimony of the witnesses.