



# Huntington Beach Union High School District Board Policies and Administrative Regulations

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## Bylaws of the Board

### Minutes

Minutes recording all official actions of the Governing Board shall be taken at all meetings. Such minutes are the official legal record of the Board's actions and shall constitute public record and be available to the public. Until the Governing Board adopts such minutes as the official minutes, such minutes shall be labeled the "unadopted minutes." The unadopted minutes shall be available to the public.

The minutes shall include the action of the Board with appropriate legally required information. Special notes, summaries or expressions can become a part of the minutes upon request by any Board member or the Superintendent.

After approval of the minutes by the Board, the minutes are to be signed by the secretary of the Board and must be retained as public records of the Board.

Where practicable, all meetings of the Board shall be recorded in their entirety by an electronically actuated recording device. Such recordings as are made shall be considered unofficial public records of the proceedings of the Board designed primarily to assist in the preparation of the minutes, and may be erased or destroyed three calendar years after such recordings are made.

### Board Records

Any citizen who desires to review public records of the district may do so during the normal hours of business. When access to school records is granted, examination thereof will be made in the presence of the record custodian regularly responsible for the maintenance of files.

### Legal Reference:

#### EDUCATION CODE

- 35145 Public meetings
- 35163 Official actions, minutes and journals
- 35164 Vote requirements

#### PENAL CODE

- 632 Unlawful to intentionally record a confidential communication without consent of all parties to the communication

GOVERNMENT CODE

54957.2 Closed sessions; clerk; minute book

Bylaw adopted  
by the Board: 1/13/87