



Policy No.: P100-15-1	Type of Policy: Board Business
Policy Title: Board Minutes	
Policy Description: Format for Board of Director's Meeting Minutes	
Approval Date: 3/3/2015	Last Review Date: 2015
Approval Resolution No.: 14-15	Next Review Date: 2019
Rescinded Resolution No.: N/A	Rescinded Resolution Date: N/A

It is the policy of the Board of Directors of Dublin San Ramon Services District:

In consideration that:

1. It is the desire of the Board to establish guidelines for the preparation of Board of Directors' meeting minutes.
2. The laws under which the District operates set forth the requirements to keep a written record of minutes of the Board's proceedings.
3. The format of the written record is not a legal matter; rather, the Board may choose a preferred style to reflect their decisions, actions and policies.
4. The District's Records Retention Schedule policy states Board meeting minutes are a "permanent record," and as such, will be kept permanently.
5. Minutes are stored in the District's vault and current minutes are posted to the District's website.
6. To maintain openness and transparency in the way the Board conducts its business, it has opted to video record Regular Board meetings and post recordings to the District's website.
7. The Board has steadily been streamlining its processing of District business (per revised Guidelines for Conducting District Business policy and Committee business structure).
8. Commonly used minute format styles include Action, Brief Summary, Detailed Summary and Verbatim.

Policy No.: P100-15-1

Policy Title: Board Minutes

For the reasons above, Board meeting minutes shall be prepared in Brief Summary format documenting:

- a. Action items, motions, seconds and vote counts;
- b. Summarized comments made by members of the public;
- c. "For the record" statements made by Directors; and
- d. Policy reasons for decisions made.