

# Treasure Valley Community College

Code: **BDDG**  
Adopted: 10/20/98  
Readopted: 10/14/09  
Orig. Code(s): 106-11

## Minutes of Board Meetings

Official Board minutes shall be maintained by the administration and kept in a permanent and safe condition. The Board chairperson shall sign all official Board minutes.

The minutes will include, but not be limited to, the following information:

1. All members of the Board who were present;
2. All motions, proposals, resolutions, orders and measures proposed and their disposition;
3. The results of all votes and the vote of each member by name;
4. The substance of any discussion on any matter;
5. Any other information required by law.

Copies of the minutes of Board meetings may be furnished to interested parties upon written request and in compliance with Oregon Public Record Law. Abbreviated copies of the minutes may be circulated.

END OF POLICY

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### Legal Reference(s):

[ORS 192.610 - 192.710](#)  
[ORS 341.283](#)

Letter Opinion, Office of the Attorney General, #0905 (November 20, 1970).