

# CHAVEZ HUIERTA

## K-12 PREPARATORY ACADEMY

<b>Book</b>	CHPA Board Policy Manual
<b>Section</b>	Chapter Board of Directors
<b>Title</b>	BP 1230 Minutes and Recording
<b>Number</b>	BP 1230
<b>Status</b>	Active
<b>Legal</b>	Colorado Open Meetings Law C.R.S. 24-6-40, et seq.
<b>Adopted</b>	January 10, 2017
<b>Last Reviewed</b>	May 9, 2023

The President/Chief Executive Officer (CEO) 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 President/CEO 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.

**Last Revised** May 16, 2023

See administrative procedure – Pending