



Twentynine Palms Public Cemetery District

POLICY TITLE: Minutes of Board Meetings
POLICY NUMBER: 4220

4220.1 Duty to keep minutes. The Secretary or Deputy Secretary of the Board of Trustees shall keep minutes of all regular and special meetings of the Board.

4220.1.1 Copies of a meeting's minutes shall be distributed to Trustees as 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 recorded

4220.1.3 Motions, resolutions or ordinances shall be recorded in the minutes as having passed or failed. The motion makers, and individual votes will be recorded. A unanimous vote shall be recorded as a vote in favor by each member.

4220.1.4 All resolutions and ordinances adopted by the Board shall be numbered consecutively, starting new at the beginning of each fiscal year.

4220.1.5 In addition to other information that the Board may deem to be of importance, the following information (if relevant) shall be included in each meeting's minutes:

- Date, place, and type of each meeting.
- Trustees present and absent by name.
- Administrative staff present by name.
- Call to order.
- Time and name of late arriving Trustees.
- Time and name of early departing Trustees.
- Names of Trustees absent during any agenda item upon which action was taken.
- Summary record of staff reports.
- Summary record of public comment regarding matters not on the agenda, including names of commentators.
- Approval of the minutes or modified minutes of preceding meetings.
- Approval of financial reports.
- Complete information as to each subject of the Board's deliberation.
- Record of the vote of each Trustee on every action item for which the vote was not unanimous.
- Resolutions and ordinances described as to their substantive content and sequential numbering.
- Record of all contracts and agreements, and their amendment, approved by the Board.
- Approval of the annual budget.
- Approval of all polices, rules and/or regulations.
- Approval of all dispositions of District assets.
- Approval of all purchases over General Managers pre-approved limit of District assets; and,
- Time of meeting's adjournment.