

Title	: Minutes	
Number	:	9180.00
Approved	:	10/09/25
Last Reviewed:		10/09/25
Reference	: A.R.S. § 38-431	

1. The College President shall see that unofficial minutes or a recording of a meeting shall be available for public inspection three working days after each District Governing Board meeting other than Executive Sessions.

The College President shall also see that tentative unofficial written minutes of District Governing Board meetings are prepared and presented to the District Governing Board for approval at its next regular meeting. Once the written minutes are formally approved by the District Governing Board they become official and serve as the legal record of District Governing Board action.

The official written minutes shall be available to any public member and may be viewed at the office of the College President upon request.

Recordings of District Governing Board meetings may be destroyed by the College President once the District Governing Board has approved the official written minutes of a meeting unless, at the request of any District Governing Board member, the College President is asked to retain the recording for an additional sixty (60) calendar days for District Governing Board review only. Once the official minutes have been established they become the only District Governing Board meeting record available to the public.

The College President shall also see that similar steps are taken to ensure public access to the records of the various advisory committees authorized by the District Governing Board.

2. Minutes shall include the following items.
 - A. Name of board, committee, commission items.
 - B. Date, time, and place of meeting.
 - C. List of members present and/or absent.
 - D. Description of all actions proposed, discussed, or taken, including names of those who propose each motion.
 - E. Names of all persons, members of said public body or not, making statements or presenting materials, including items to which they refer.
3. Written minutes of Executive Sessions of the District Governing Board shall be recorded by the College President or someone so designated by the Chairperson of the District Governing Board and shall be available as provided by the law.

