Beach Cities Health District
BCHD
A Public Agency

Live Well. Health Matters.

POLICY TITLE: MINUTES OF BOARD MEETINGS
POLICY NUMBER: 2120

COMMITTEE APPROVAL DATE:	12/1/2025	**WRITTEN/REVISED BY**:	T. BAKALY
BOARD APPROVAL DATE:	01/28/2026	**SUPERSEDES:**	11/20/2019

POLICY:

2120 It is the policy of the Beach Cities Health District ("District") Board of Directors to keep minutes of all regular and special meetings of the Board.

GUIDELINES:

2120.1 The Secretary of the Board of Directors shall keep minutes of all regular and special meetings of the Board.

2120.1.1 Copies of a meeting's minutes shall be distributed to Directors as a 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. Electronic version of the minutes shall be available online on the District's website.

2120.1.2 Video recording of Board Meetings shall also be available online on the Districts Website. Members of the public may inspect video recordings of Board meetings without charge on a playback machine that will be made available by the District or on the District website.

2120.1.3 Motions, resolutions or ordinances shall be recorded in the minutes as having passed or failed, and individual votes will be recorded unless the action was unanimous. All resolutions adopted by the Board shall be numbered consecutively. 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:

2120.1.3.1 Date, place and type of each meeting;
2120.1.3.2 Directors present and absent by name;
2120.1.3.3 Administrative staff present by name;
2120.1.3.4 Call to order;
2120.1.3.5 Name of late arriving Directors;
2120.1.3.6 Name of early departing Directors;
2120.1.3.7 Names of Directors absent during any agenda item upon which action was taken;
2120.1.3.8 Summary record of staff reports;
2120.1.3.9 Summary record of public comment regarding matters not on the agenda, including names of commentators;

2120.1.3.10 Approval of the minutes or modified minutes of preceding meetings;
2120.1.3.11 Approval of financial reports;
2120.1.3.12 Record by number (a sequential range is acceptable) of all warrants approved for payment;
2120.1.3.13 Record of the vote of each Director on every action item for which the vote was not unanimous;
2120.1.3.14 Resolutions described as to their substantive content and sequential numbering;
2120.1.3.15 Record of all contracts and agreements, and their amendment, approved by the Board;
2120.1.3.16 Approval of the annual budget;
2120.1.3.17 Approval of all polices;
2120.1.3.18 Approval of all dispositions of District assets;
2120.1.3.19 Approval of all purchases of District assets; and,
2120.1.3.20 Time of meeting adjournment.