

POLICIES AND PROCEDURES

MARK TWAIN HEALTH CARE DISTRICT

POLICY NO. 11 MINUTES AND CLOSED SESSION MINUTE BOOK.

The Secretary shall cause to be kept, at the principal office of the District, a book of minutes of all meetings of the Board of Directors, showing the time and place, whether regular or special, and if special, how authorized, the notice given, the names of the Directors present, and a statement of the vote of the Directors on all motions and resolutions.

Pursuant to the Brown Act, the District Board may, by resolution, designate a clerk or other officer or employee of the District who shall attend each closed session of the District Board and keep and enter in a minute book, a record of topics discussed, and decisions made at the meeting. Any minute book made pursuant to this Policy is not a public record subject to inspection and shall be kept confidential. The minute book shall be available only to members of the District Board, the Executive Director and General Counsel, or to a court of general jurisdiction wherein the District is located, if a violation of the Brown Act is alleged to have occurred at a closed session. Such a minute book may, but need not, consist of a written record of the closed session.

Approved May 27, 2015