

Tracy Rural County Fire Protection District

Natalie Bowman, Clerk of the Board
1820 W. Kettleman Ln, Ste F
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P: (209) 224-1940
www.tracyruralfire.org

TRACY RURAL COUNTY FIRE PROTECTION DISTRICT ACTION MINUTES POLICY

The Board of Tracy Rural County Fire Protection District is required to post meeting minutes for all Board meetings as follows:

The Board shall keep action minutes of all regular and special board meetings. Minutes of all regular board meetings shall be on the agenda of the following regular board meeting for approval by the Board. Minutes of special board meetings shall be on the agenda of the next regular or, if there is none within 30 days, the next special meeting.

Approved minutes of all board meetings shall be posted on the District's website before the next regular or special meeting that follows the meeting in which the minutes were approved, which shall occur no later than 60 days after the meeting in which the minutes were taken.

Minutes shall contain at a minimum the following information and follow standard, reasonable actions minutes as established by general best practices:

- Time, date, and place of the meeting.
- Roll Call of the board members and any special presenters or staff presenters listed on the agenda.
- Actions taken on any agenda items, including the names of board members who motioned, seconded, voted against, abstained, recused, or were ineligible, must be clearly noted in the minutes.

Any person who observes a violation of this policy should first notify the Chairman and the Clerk of the Board and request that the violation be corrected. If the violation is not corrected and the minutes amended accordingly by the next regular meeting or within 60 days (whichever occurs first), the person observing the violation should notify the board members. Upon receiving notification the board members will take action to ensure the violation is corrected.

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These requirements for the taking and posting of minutes shall be appended to, replace any prior minute taking and posting policy and become a part of the bylaws of the Tracy Rural County Fire Protection District.

This Policy is established by Resolution 2020-6.