

- 2B1A2** Student members are entitled to the same travel allowance as voting members and shall be compensated for attendance at Board meetings at the same rate as regular members.
- 2B1A3** In accordance with Education Code Section 72023.7(c), the Board shall, by May 15 of each year, review and adopt rules and regulations implementing this section.
- 2B2** Election of Members of the Board of Trustees - A candidate must be an elector residing in and registered to vote in the area to be represented. Members of the Board of Trustees shall be elected by the electors of the area in which the member(s) resides.
- 2B2A** A statement filed by a candidate for inclusion in the sample ballot for distribution to the voters shall be limited to two hundred (200) words. A charge for such statement shall be levied against the candidate by the County Clerk.
- 2B2B** If a tie vote occurs, the candidates who have received the tie votes shall be notified to appear before the Board either personally or by a representative at a designated time and place. The Board of Trustees shall at that time and place determine the winner or winners by lot.
- 2B3** Election of Officers - The Board of Trustees, at its annual organization meeting on a day within the period December 1 to December 31, inclusive, shall organize by electing from among its members a President, Vice President, and Clerk. Said officers shall hold office for two (2) years or until their successors shall have been elected and qualified. Newly elected members shall be seated on the Board at a scheduled meeting after the election is certified. *(November 8, 2012)*
- 2B4** Secretary to the Board - The Chancellor shall serve as Secretary to the Board of Trustees.
- 2B5** Duties of Officers - It shall be the duty of the President of the Board to preside at all meetings of the Board, to enforce the usual parliamentary rules and to appoint all special committees not otherwise provided for. The President shall sign all papers and documents as required by law or as authorized by action of the Board. The President shall be authorized and it shall be his/her duty to call special meetings of the Board as provided by the California Education Code. In the absence of the President, these duties shall be performed by the Vice President. *(Revised July 1, 1999)*
The Clerk shall sign all papers and documents as required by law or as authorized by action of the Board.
- 2B6** Committees - The Board shall act as a committee of the whole in all matters. The President of the Board shall appoint such subcommittees as are deemed necessary. Such committees shall not have executive power

but shall serve in an investigative and advisory capacity only, reporting all findings and recommendations to the Board for action.

2C **Meetings** *(revised December 20, 2012)*

2C1 Schedule - Unless there is Board action to the contrary, regular meetings of the Board of Trustees shall be held once each month. Dates, time and place shall be determined at the annual organization meeting. Special meetings may be called as provided by law. See **Appendix 2C1** of this Manual for a schedule of meetings of the Board of Trustees.

2C2 Quorum and Rules of Proceedings - A majority of all the members shall constitute a quorum for the transaction of business. If less than a majority is in attendance at any regular meeting they shall have the power to adjourn. The Board may determine the rules of its proceedings; the ayes and noes shall be taken and recorded upon the call of any member. Any matter of procedure not governed by law or covered by this section shall be governed by Roberts Rules of Order.

2C3 Agendas - An agenda shall be posted adjacent to the place of meeting at least seventy-two (72) hours prior to the meeting time for regular meetings. The agenda shall include a brief description of each item of business to be transacted or discussed at the meeting. Upon request, the agenda shall be provided in appropriate alternative formats so as to be accessible to persons with a disability.

No business may be acted on or discussed which is not on the agenda, except when one (1) or more of the following apply:

2C3A A majority decides there is an “emergency situation” as defined for emergency meetings.

2C3B Two-thirds (2/3) of the members [or all members if less than two-thirds (2/3) are present] determine there is a need for immediate action and the need to take action came to the attention of the Board subsequent to the agenda being posted.

2C3C An item appeared on the Board of Trustees agenda and was continued from a meeting held not more than five (5) days earlier.

2C4 Order of Business - The order of business at all regular meetings shall be as follows: (1) Preliminary and Communications, (2) Hearing of Citizens, (3) Work Study Session, (4) Business Services, (5) Educational Services, (6) Human Resources, (7) Reports, and (8) Adjournment. Closed Sessions may be called in accordance with the provisions of the California Education Code. The order of business may be changed by consent of the Board.

2C5 Securing Board Action - The Board shall provide opportunities for members of the general public to participate in the business of the