

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

Board. Procedures and forms for securing Board action are included in [Procedure 2C5](#) of this Manual.

**2C5A** Members of the public may bring matters directly related to the business of the District to the attention of the Board in one-of-two ways:

**2C5A1** There will be a time at each regularly scheduled Board meeting for the general public to discuss items not on the agenda.

Members wishing to present such items shall submit a written request at the beginning of the meeting to the President of the Board that summarizes the item and provides his or her name and organizational affiliation, if any. No action may be taken by the Board on such items.

**2C5A2** Members of the public may place items that are within the jurisdiction of the Board on the prepared agenda in accordance with **Policy 2C5**.

A written summary of the item must be submitted to the Chancellor at least fourteen (14) days prior to the Board meeting. The summary must be typed and signed by the initiator, contain his or her residence or business address, and organizational affiliation, if any.

**2C5A3** Non-scheduled substitutes may not speak in place of scheduled speakers unless alternates have been submitted on the original request.

**2C5B** Employees who are members of a bargaining unit represented by an exclusive bargaining agent may address the Board under this policy, but may not attempt to negotiate terms and conditions of their employment. This policy does not prohibit any employee from addressing a collective bargaining proposal pursuant to the public notice requirements of Government Code Section 3547 and the policies of this Board implementing that section.

**2C5C** The Board may direct the Chancellor to refer the matter to staff for response.

**2C5D** The Chancellor may make a recommendation to the Board, as appropriate.

**2C6** Speakers

**2C6A** Persons may speak to the Board either on an agenda item or on other matters of interest to the public that are within the subject matter jurisdiction of the Board.