

BOARD POLICY 2330 QUORUM AND VOTING

A quorum of the Board shall consist of four members.

The Board shall act by majority vote of all of the membership of the Board, except as noted below.

No action shall be taken by secret ballot.

The following actions require a two-thirds majority (five affirmative votes) of all members of the Board:

- Resolution of intention to sell or lease real property (except where a unanimous vote is required);
- Resolution of intention to dedicate or convey an easement;
- Resolution authorizing and directing the execution and delivery of a deed;
- Action to declare the District exempt from the approval requirements of a planning commission or other local land use body;
- Appropriation of funds from an undistributed reserve;
- Resolution to condemn real property.

The following actions require a unanimous vote of all members of the Board:

- Resolution authorizing a sale or lease of District real property to the state, any county, city, or to any other school or community college district;
- Resolution authorizing lease of District property under a lease for the production of gas.

Reference:

- Education Code Section 72000(d)(3), 81310 et seq., 81365, 81511, and 81432;
- Government Code Section 53094
- Code of Civil Procedure Section 1245.240

Replaces a portion of:

Board Policy 1-10 Meetings of the Board of Trustees adopted March 4, 1965 and revised November 18, 2008.

Draft August 31, 2011

Policy 1.10 Meetings of the Board of Trustees

H. ORDER OF BUSINESS AND PROCEDURE.

Four members of the Board will constitute a quorum for the transaction of business. An affirmative vote of four, a majority, of board members will be required for the passage of a motion. Abstentions shall not be considered an affirmative vote.

1. The agenda of the meetings will be prepared by the Board President, in consultation with the Vice President and the Chancellor of the District. A Board member may request an item to be placed on the agenda by submitting it in writing to the Chancellor prior to 12 Noon on the eighth working day preceding the Board meeting. As a matter of regular course, the Board member will work with the Chancellor and Board President in a collegial manner to place the item on the agenda.

However, if there is a disagreement with the Board President or the Chancellor, the Board member may make the request in writing as prescribed above or at a regular Board meeting under "Future Agenda Items," and the Board member making the request shall subsequently memorialize the request in writing. All items of business requested by a Board member in this manner shall be placed on the agenda for the following regular Board meeting.

2. The final agenda and order of business at all regular meetings of the Board of Trustees will be determined by the Board. By consensus, a Board member may remove an item, including an item requested by the general public or a Board member. At the time the Board approves the agenda, the Board President or a presiding Board member shall announce why any requested item that was not in fact agendized was not placed on the agenda.

Members of the public who wish to place an item on the agenda must ask at least one Board member to make the request.

3. To the extent possible, items shall be prioritized and placed on the agenda in the order of urgency.

As a matter of policy, no action shall be taken on any item not identified as an "Action Item," and this statement shall be noted in the board meeting agenda.

All items shall be accompanied with written documentation.

4. The parliamentary authority for the orderly conduct of meetings shall be Robert's Rules of Order, Revised, except when it is inconsistent with state law or Board policy. No rules under Robert's Rules of Order shall override a majority vote by the Board.