



BOARD POLICY

No. 205

MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

MEETINGS

PARLIAMENTARY AUTHORITY: Roberts Rules of Order, Newly Revised shall govern the Board of Trustees in its deliberations in all cases in which it is not inconsistent with stature, the Administrative Code or these by-laws, except that rules of order may be suspended or amended at any meeting by a majority of those present and voting. Education Code section 72231.

QUORUM: A majority of the number of members constituting the Board of Trustees shall constitute the quorum of the Board. Less than a quorum may adjourn a meeting. Education Code, sections 72203, 72204.

PRESIDING OFFICER: The Chairman of the Board shall preside at all meetings of the Board. In his/her absence, disability, or disqualification, the Vice-Chairman and then the Clerk shall preside. The act of any duly designated presiding officer shall be legal and binding. Education Code section.

REGULAR MEETINGS: Regular meetings of the Board of Trustees shall be public and shall take place at the time and place set by the Board, except that any regular meeting may be waived at a regular meeting, Education Code sections 72121, 72122, 72120.

ORDER OF BUSINESS: The order of business for each regular meeting shall be as follows, unless altered by the presiding officer or majority of those present and voting.

- I. GENERAL MATTERS
 - a. Call to Order and Roll Call
 - b. Pledge of Allegiance
 - c. Approval of Agenda
 - d. Approval of Minutes
- II. CITIZENS COMMENTS
- III. CONSENT CALENDAR (*)
- IV. PERSONNEL ACTIONS
- V. EDUCATIONAL SERVICES
- VI. BUSINESS SERVICES
- VII. INFORMATIONAL REPORTS
- VIII. CLOSED SESSION
- IX. ADJOURNMENT

SPECIAL MEETINGS: Special meetings shall be public (Education Code, sections 7212, 72122, 72129; Government Code, section 54957 and shall be called by the presiding officer or by a majority of the members of the Board, Education Code, section 72129. The Secretary shall notify each member and such newspapers, radio or television stations as have requested notice of the date, time and place of each special meeting and the purpose for which it is called at least 24 hours prior to the meeting, Education Code, section 72130; Government Code, Section 54956.

AGENDA: It shall be the responsibility of the Superintendent/President, serving as Secretary to the Board of Trustees, to prepare an agenda of the items of business to come before the Board at each regular and special meeting. The agenda shall be provided each Board member prior to each regular meeting and special meeting and shall be posted in accordance with law, Education Code, section 72121. The Board may act only on posted agenda items in the special meetings and shall not deliberate items which are not on the posted agenda. Except that by unanimous consent any business matter may be transacted at any special meeting, Education Code, section 72131.

MINUTES: Minutes shall be kept of all public meetings of the Board of Trustees and shall be maintained in a suitable journal of proceedings., Education Code, section 72121, 722202; California Administrative Code, section 16023b; such minutes shall record every official act of the Board and be kept in sufficient detail to show compliance with the law. The minutes shall further record the time of arrival of Board members who arrive late at meetings. The minutes shall also contain the names of those who make the motion, second the motion, and the vote on the motions, unless unanimous. The minutes shall be part of the public record of the Board and shall be available for public inspection, Government Code, section 6250, et seq.

ADJOURNMENT: The Board may, at any time, in any meeting adjourn to an adjourned meeting at a specified time and place, and such time and place shall be posted within 24 hours after the time of adjournment, Government Code, section 54955. The adjourned meeting shall take up its business at the point in the agenda where the motion to adjourn was acted upon.

CLOSED SESSION: The Board of Trustees shall meet as a committee of the whole during a regular or special meeting only to consider personnel matters; threat to security of public buildings or to access to public services or facilities; matters affecting national security; student disciplinary matters; challenge to content of student's record; threatened or pending litigation; or collective bargaining issues, Government Code, section 54957; Education Code, section 35146; Education Code, section 49070; Sacramento Newspaper Guild vs. Sacramento County Board of Supervisors (1968) 263 Cal. App. 2d 41; Evidence Code, section 1040, subd. (a) (b) (2); Government Code sections 54957.6.

The Board shall publicly report, at a subsequent public meeting, any action taken in Closed Session and the roll call vote thereon, to appoint, employ, or dismiss any public employee, Government Code, section 54957.1.

A violation of the confidentiality of a Closed Session by a Board member shall be a misdemeanor under Government Code sections 1222 and 1770 (h). Repeated violations of the confidentiality of a Closed Session by a Board member shall be a misdemeanor under Government Code section and 1770 (h).

Adopted: December 19, 1978
Revised: April 7, 1982