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Reviewed and Adopted: 5/1/2000
Revised 12/1/2003, 3/2/2009
ARTICLE 1100  ORGANIZATION

BP 1110  Composition of the Board of Trustees

Elected/Appointed Members

The Santa Monica Community College District Board of Trustees shall consist of seven members elected by qualified voters of the District (residents of Santa Monica and Malibu) as provided by law. If a vacancy occurs on the Board, any person who meets the criteria contained in law is eligible to be appointed to fill the vacancy (see BP 1151).

Eligibility

A member of the Board of Trustees must be a qualified elector of the District as provided by law. Any person, regardless of sex, who is 18 years of age or older, a citizen of the State of California, a resident of the Santa Monica Community College District, a registered voter, and who is not disqualified by the Constitution or laws of the State from holding a civil office, is eligible to be elected or appointed a member of the Board of Trustees without further qualifications. An employee of the District may not be sworn into office as an elected or appointed member of the governing board until he or she resigns as an employee.

Student Trustee

One student currently enrolled at Santa Monica College shall be elected by the Santa Monica College students to serve as Student Trustee for a one-year term, commencing June 1st of each year (see Board Policy 1400).

Reviewed and Adopted: 5/1/2000
Revised 12/1/2003

BP 1120  Election

Election to the Board of Trustees shall be held in conjunction with the general election on Tuesday after the first Monday in November in each even-numbered year. The terms of all members shall commence on the first Friday in December next succeeding his or her election and upon certification by the County of Los Angeles. Each member shall serve until his/her successor is elected and qualified.

When three or more members are to be elected, the three or more candidates receiving the highest number of votes shall be elected. Any tie in voting shall be settled by the casting of lots by the Board of Trustees.

Before any person elected or appointed as a member of the Board of Trustees enters upon the performance of his/her duties, he/she shall execute the specified oath of office in triplicate. One of the forms shall be filed in each of the following places: The office of the Los Angeles County Superintendent of Schools, the Los Angeles County Clerk's Office, and the Superintendent's Office. A copy of the form shall be retained by the Board member.

Reference:  Education Code Sections 5000, 5016, 72000, 72034

Reviewed and Adopted: 5/1/2000
Revised 12/1/2003
ARTICLE 1100 ORGANIZATION

BP 1130 Term

The term of office of an elected member of the Board of Trustees shall be four years except when he/she is seeking election to complete the unexpired term of a vacated position. The term of all members shall commence on the first Friday in December next succeeding his or her election and upon certification by the County of Los Angeles except when appointed.

The terms of office of the members shall be staggered so that some of the terms expire in December of each even-numbered year. The County Superintendent of Schools shall make any determinations and assignments necessary for these purposes.

Reference: Education Code Sections 5017, 72022, 72023, 72034, 72103

Reviewed and Adopted: 5/1/2000
Revised 12/1/2003

BP 1140 Orientation of New Members

The Board of Trustees, the Superintendent/President, and the staff shall assist each new member-elect/appointee to understand the Board of Trustees functions, policies, and procedures before he/she takes office. The following methods shall be employed:

1. The electee/appointee shall be invited to meet with the Superintendent/President and other administrative personnel to discuss services being performed by the Board of Trustees.

2. The electee/appointee shall be notified of Board of Trustees meetings prior to his/her taking office officially. The Superintendent/President or designate shall supply material pertinent to meetings and shall explain its use.

3. The electee/appointee shall be given selected material concerning his/her responsibility as a member of the Board of Trustees.

4. A Board of Trustees Policy Manual shall be given to each new member by the Superintendent/President.

Reviewed and Adopted: 5/1/2000
Revised 12/1/2003
ARTICLE 1100 ORGANIZATION

BP 1150 Vacancies in Office

A vacancy in office shall occur on the happening of any of the following events before the expiration of the term of office:

1. The death of the incumbent.

2. An adjudication pursuant to a quo warranto proceeding declaring that the incumbent is physically or mentally incapacitated due to disease, illness or accident and that there is reasonable cause to believe that he/she will not be able to perform the duties of his/her office for the remainder of his/her term.

3. Resignation. A vacancy resulting from resignation occurs when the written resignation is filed with the Los Angeles County Superintendent of Schools, except where a deferred effective date is specified in the resignation so filed, in which case the resignation shall become effective on that date.

4. Removal from office (willful or corrupt misconduct in office).

5. Ceasing to be resident of the Santa Monica Community College District.

6. Absence from the State of California without the permission required by law beyond the period allowed by law.

No member of the Board of Trustees shall absent himself/herself from the State for more than 60 days unless either:

a. upon business of the District with the approval of the Board, or

b. with the consent of the Board of Trustees for an additional period not to exceed 30 days, or

c. for federal military deployment as a member of the armed forces of the United States or the California National Guard for a period not to exceed 6 months, or

d. in the case of illness or other urgent necessity, and upon a proper showing thereof, the time limited for absence from the State may be extended by the Board of Trustees for an additional period not to exceed 30 days.

7. Ceasing to discharge the duties of his/her office for the period of three consecutive months, except when prevented by sickness, or when absent from the state with the permission required by law.

8. Conviction of a felony or of any offense involving a violation of his/her official duties. A Board member shall be deemed to have been convicted under this subdivision when trial court judgment is entered.

9. Refusal or neglect to file his/her required oath or bond within the time prescribed.
10. The decision of a competent tribunal declaring void his/her election or appointment.

11. The making of an order vacating his or her office and declaring the office vacant when he/she fails to furnish an additional or supplemental bond.

12. Commitment to a hospital or sanitarium by a court of competent jurisdiction as a drug addict, dipsomaniac, inebriate or stimulant addict; but in that event the office shall not be deemed vacant until the order of commitment has become final.

Reference: Education Code 5090
            Government Code 1064, 1770, 3060 et seq.

Reviewed and Adopted: 5/1/2000
ARTICLE 1100  ORGANIZATION

BP 1151  Filling Vacancies

Whenever a vacancy occurs, or whenever a resignation has been filed with the Los Angeles County Superintendent of Schools containing a deferred effective date, the Board of Trustees shall, within 60 days of the vacancy or the filing of the deferred resignation, either make a provisional appointment to fill the vacancy or order an election.

If a provisional appointment is made within the 60 day period, the registered voters of the District may, within 30 days from the date of appointment, petition for the conduct of a special election to fill the vacancy.

A provisional appointment confers all powers and duties of a member of the Board of Trustees upon the appointee immediately following his or her appointment.

A person appointed to fill a vacancy shall hold office only until the next regularly scheduled election for the Board of Trustees, whereupon an election shall be held to fill the vacancy for the remainder of the unexpired term. A person elected at an election to fill the vacancy shall hold office for the remainder of the term in which the vacancy occurs or will occur.

Special Provisions - Vacancies Occurring During Regular Board of Trustees Election Year

• There shall be no special election or appointment to fill a vacancy on the Board of Trustees if the vacancy occurs within four months of the end of the term.

• There shall be no special election or appointment on the Board of Trustees if the vacancy occurs during the period between six months and 130 days prior to a regularly scheduled election and the position is not scheduled to be filled at such election. In such a case, the position shall be filled at a special election for that position to be consolidated with the regular election.

Reference:  Education Code Sections 5090, 5091, 5092, 5093, 5094, 5095

Reviewed and Adopted: 5/1/2000
ARTICLE 1100 ORGANIZATION

BP 1160 Committees of the Board of Trustees

Committee of the Whole

The Board of Trustees shall take action in all matters only as a Committee of the Whole, with all meetings to be public except as permitted by state law.

Standing Committees

The Board of Trustees shall not appoint standing committees, but shall act as a Committee of the Whole in all matters, with all meetings to be public except as permitted by state law.

Appointment/Election of Trustees to College Task Forces

The Board of Trustees may appoint or elect a member of the Board of Trustees to serve on a college task force. Authorization of the Board of Trustees is required before a trustee may serve on a college task force.

Temporary Advisory Committees

The Board of Trustees shall appoint such temporary advisory committees as may be deemed necessary or advisable, and the Chair and the Superintendent/President shall be ex-officio members of each committee. The duties of the committee shall be outlined at the time of appointment, and the committee shall be considered dissolved when its final report has been made.

Reference: Education Code Section 72000

Reviewed and Adopted: 5/1/2000
ARTICLE 1100 ORGANIZATION

BP 1170 Officers and Auxiliary Personnel

The Chair and Vice-Chair of the Board of Trustees shall be elected at the annual District organizational meeting which shall be within a 15 day period that commences with the first Friday in December next succeeding election and upon certification of the election by the County of Los Angeles. Organizational meetings in years in which no such election for members of the Board of Trustees is conducted shall be held at the regular meeting in December. The day and time of the annual meeting shall be selected by the Board of Trustees at its previous regular meeting. The Secretary of the Board shall, within 15 days prior to the date of the annual meeting, notify in writing all members and members-elect of the date and time selected for the meeting. The Chair and Vice-Chair of the Board of Trustees shall be elected for a term of one year.

The Board of Trustees may, by a vote of at least four of its members, remove any of its officers from office. When the office is declared vacated, the Board may elect a successor to that office. In such an event, the newly-elected officer shall be eligible to complete his/her predecessor’s term and be eligible to be elected to another term in that office.

The Superintendent/President shall serve as Secretary to the Board of Trustees. The Executive Vice-President, Business and Administration shall serve as Assistant Secretary to the Board of Trustees. The Superintendent/President shall appoint a recording secretary to the Board of Trustees.

Reference: Education Code Sections 72000

Reviewed and Adopted: 5/1/2000
Revised 12/1/2003

BP 1171 Representative(s) for Collective Bargaining

The Board of Trustees will be represented by a chief negotiator in the collective bargaining process with employee organizations. The collective bargaining process will be directed by the Board of Trustees and communicated by the chief negotiator.

Reference: Government Code 3540-3549.3, 54957.6

Reviewed and Adopted: 5/1/2000
Revised 12/1/2003

BP 1172 Legal Services

The Board of Trustees may, at its discretion appoint an attorney(s) to perform desired legal services. The attorney shall serve at the Board of Trustees’ pleasure and be compensated at a mutually agreed-upon rate.

Reviewed and Adopted: 5/1/2000
ARTICLE 1200  ROLE OF THE BOARD OF TRUSTEES

BP 1210  Powers and Responsibilities

The Board of Trustees of the Santa Monica Community College District derives its powers from the Constitution of the State of California (Article IX; Section 14), and laws enacted by the Legislature of the State of California (Education Code).

The Board of Trustees has the Power(s) and Responsibility:

1. to determine the educational program of the Santa Monica Community College District and to ensure the quality, integrity, improvement of student learning programs and services and the resources necessary to support them.

2. to hire, evaluate and terminate the Superintendent/President.

3. to make rules and regulations for the operation of the District; generally it delegates that authority to the Superintendent/President, retaining the right to review rules and regulations for harmony with Board of Trustees policies.

4. to call or cause to call the elections for certain purposes among the voters of the District.

5. to hold and convey property for the use and benefit of the District.

6. to impose the authorization of eminent domain.

7. to contract for goods and services necessary for the operation of the District.

8. to be fiscally independent from the County Department of Education for the purpose of processing payroll, retirement and payment of expenditures, or of causing special assessments to be levied on property within the District.

9. to fix and prescribe duties to be performed by employees of the District.

10. to establish its own procedures.

11. to sue and be sued.

12. to appraise and review its actions and policies.

Reference:  Education Code Sections 5304, 72000, 72400

Reviewed and Adopted:  5/1/2000
Revised:  7/5/2016
ARTICLE 1200   ROLE OF THE BOARD OF TRUSTEES

BP 1220    Board of Trustees Policies

The Board of Trustees shall be the policy-making body of the Santa Monica Community College District and shall establish general policies governing the operations of the college in accordance with its Vision, Mission, Supporting Goals, and Institutional Learning Outcomes. Implicit in the adoption of policies is the understanding that the Superintendent/President is delegated the authority to carry them out. The policies adopted by the Board of Trustees are consistent with the provisions of the law, but do not encompass all laws relating to the District’s activities.

The Board of Trustees shall determine the general scope and nature of the operation of the District, but shall not make specific administrative regulations, unless:

1. law requires the Board of Trustees to do so, or
2. a particular matter is of such magnitude that the Superintendent/President should not bear the responsibility alone and needs specific action of the Board of Trustees on such matter.

The Board of Trustees shall seek the recommendation of the Superintendent/President prior to adopting, amending, repealing, or suspending any policy. The formal adoption of policies shall be recorded in the minutes of the Board of Trustees. Only those written statements so adopted and so recorded shall be regarded as official Board policy.

The bylaws and the policies of the Board of Trustees shall be subject to adoption, amendment, or repeal only upon the affirmative vote of four or more members of the Board of Trustees at a meeting held subsequent to a meeting in which the proposed amendment has been submitted in writing. However, revisions of a technical nature that do not affect the intent of the bylaws may be adopted, amended, or repealed at a meeting in which the proposal has been submitted in writing.

The bylaws and the policies of the Board of Trustees shall be subject to temporary suspension upon the affirmative vote of four or more members of the Board of Trustees.

The Board of Trustees does not adopt administrative regulations unless specifically required to do so by law, or unless requested to do so by the Superintendent/President. Adoption and amendment of such adopted regulations shall be by the same procedure as that specified for policies.

The Board of Trustees reserves the right to review and direct revisions of administrative regulations should they, in the judgment of the Board, be inconsistent with the policies adopted by the Board.

Reference:   Education Code Section 72000

Reviewed and Adopted: 5/1/2000
Revised: 7/5/2016
ARTICLE 1200  ROLE OF THE BOARD OF TRUSTEES

BP 1230    Code of Ethics

Santa Monica College is committed to the principle that higher education and lifelong learning should be available to every person who can benefit. Given this basic condition, the activities and deliberations of the Board of Trustees will be guided by this code of ethics.

The Board of Trustees:

• has as its basic function the establishment of the policies by which the District is to be administered.
• holds the Superintendent/President accountable for the administration of the educational program and the conduct of District business.
• is made up of individuals who will strive to work with fellow Board members in a spirit of harmony and cooperation even when values and beliefs are divergent.
• is a unit of authority; Board members have no individual authority outside of official meetings.
• assures the orderly operation of the District by encouraging employees to make use of appropriate procedures before bringing their concerns to the Board.
• has the authority and responsibility to encourage the administration, faculty and staff to be original and creative in responding to the needs of the college community.

A Member of the Board of Trustees:

• supports and assists in fostering the most effective relations between the college and the community.
• never uses his/her position for material gain.
• shall not use District funds, services, supplies or equipment to urge the passage or defeat of any ballot measure or candidate, including, but not limited to, any candidate for election to the Board of Trustees. Initiative or referendum measures may be drafted on an area of legitimate interest to the District. The Board may by resolution express the Board’s position on ballot measures. Public resources may be used only for informational efforts regarding ballot measures.
• shall not use or permit others to use public resources for personal purposes or any other purpose not authorized by law.
• devotes time, thought, and study for effective participation and contribution in the decision-making process of the Board.
• complies with pertinent laws and regulations that deliberations in closed session are confidential and not for public discussion or disclosure.
• makes decisions only after all facts have been presented and discussed. Statements or promises as to how one will vote prior to regular meetings are inappropriate.
• abides by majority decisions of the Board.
• participates in state and national community college trustees' associations and in educational conferences, workshops, and training sessions offered by local, state, and national organizations to enhance his/her potential as a Board member.

The Superintendent/President and Board Chair are authorized to consult with legal counsel when they become aware of or are informed about actual or perceived violations of pertinent laws and regulations, including but not limited to conflict of interest, open and public meetings, confidentiality of closed session information, and use of public resources. Violations of law may be referred to the District Attorney or Attorney General as provided for in law.
BP 1230  Code of Ethics (continued)

Violations of the Board’s Code of Ethics will be addressed by the Chair of the Board, who will first discuss the violation with the trustee to reach a resolution. If resolution is not achieved and further action is deemed necessary, the Chair may appoint an ad hoc committee to examine the matter and recommend further courses of action to the Board. Sanctions may include a recommendation to the Board for censure of the trustee. If the Chair of the Board is perceived to have violated the code, the Board Vice-Chair is authorized to pursue resolution.

Reference:  Education Code Sections 7054, 7056; Government Code Sections 8314, 54963; Penal Code Section 424

Reviewed and Adopted: 5/1/2000
Revised: 3/2/09

BP 1240  Limits of Authority

Individually, a member of the Board of Trustees may not commit the District to any policy, act or expenditure. The Board member cannot do business with the District or have an interest in any contract with the District in general. The Board member does not represent any factional segment of the community as a whole.

No individual member of the Board, by virtue of holding office, shall exercise any administrative responsibility with respect to the District.

Reference:  Education Code Sections 72530

Reviewed and Adopted: 5/1/2000

BP 1250  Conflict of Interest

When a trustee’s private financial interests in a particular matter are affected or may be affected in a reasonably foreseeable manner by an action within his or her official duties and responsibility, the trustee shall call the matter to the attention of the Board of Trustees during a regular meeting open to the public and excuse himself/herself from further participation in that particular matter.

The Board of Trustees shall adopt a Conflict of Interest Code (Administrative Regulation 2141). Nothing contained in this code is intended to modify or abridge the provisions of the Political Reform Act of 1974. The provisions of this Code are additional to Government Code and other laws pertaining to conflicts of interest. Except as otherwise indicated the definitions of said Act and regulations adopted pursuant thereto are incorporated herein and this Code shall be interpreted in a manner consistent therewith.

Reference:  Education Code Section 72530, 72533
Government Code 1090 et seq., 81000 et seq.

Reviewed and Adopted: 5/1/2000
ARTICLE 1200  ROLE OF THE BOARD OF TRUSTEES

BP 1260  Duties of the Chair of the Board of Trustees

It shall be the duty of the Chair to preside at all meetings of the Board of Trustees, to enforce parliamentary rules, and to appoint all special committees for which no provision has been made in other District policies. He/she shall sign all papers and documents as required by law or as authorized by action of the Board of Trustees. He/she shall be authorized to call special meetings of the Board of Trustees and it shall be his/her duty to do so upon the written request of a majority of the members.

The Board Chair shall determine the seating of the Board of Trustees at the annual organizational meeting by choosing either drawing of numbers or alphabetical assignments of seating for trustees other than the Board Chair seated in the middle, the Vice-Chair seated to the left of the Chair, the Superintendent seated to the right of the Chair and the Student Trustee seated in the designated Student Trustee position. This new seating will take effect at the next meeting of the Board of Trustees.

It shall be the duty of the Chair to review the agenda for meetings of the Board of Trustees. The agenda will be prepared in advance by the Superintendent/President and reviewed at a regularly scheduled agenda meeting.

Reference:  Education Code Section 72000
             Government Code Section 54956

Reviewed and Adopted:  5/1/2000

BP 1261  Duties of the Vice-Chair of the Board of Trustees

It shall be the duty of the Vice-Chair in the absence of the Chair to preside at meetings of the Board of Trustees or when the Chair is absent from the dais during the meeting.

The Vice-Chair may be included by the Chair to review the agenda for meetings of the Board of Trustees at scheduled agenda meetings.

Reviewed and Adopted:  5/1/2000
ARTICLE 1200  ROLE OF THE BOARD OF TRUSTEES

BP 1262    Duties of the Secretary to the Board of Trustees

The Superintendent/President shall serve as Secretary to the Board of Trustees and shall perform the following duties:

1.   Keep a full, accurate, and indexed record of the proceedings of the Board of Trustees;
2.   Have charge of all records and files of the Board of Trustees;
3.   Conduct all official correspondence of the Board of Trustees and shall sign all official documents as required by law or by action of the Board of Trustees;
4.   Notify all members of the Board of Trustees of all special and adjourned meetings, formulate and serve all required notices for the Board of Trustees;
5.   Secure information, opinions, rulings, and decisions from the offices of the County Superintendent of Schools, the County Auditor, and County Counsel;
6.   Prepare and execute all contracts authorized by the Board of Trustees;
7.   Keep an index of the Board of Trustees policies and shall prepare revisions and additions to such policies for possible adoption by the Board of Trustees;
8.   Prepare and keep current a set of administrative regulations which implement the policies of the Board of Trustees;
9.   Prepare the agenda for each meeting of the Board of Trustees which shall be forwarded with all necessary documentation to each trustee 72 hours prior to a regular meeting and 24 hours prior to special meetings.

Reference:   Education Code 72000
             Government Code Sections 54954.2, 54956

Reviewed and Adopted: 5/1/2000
ARTICLE 1200  ROLE OF THE BOARD OF TRUSTEES

BP 1263  Duties of the Secretary to the Board of Trustees

Communication with the Board of Trustees

The Board of Trustees holds the Superintendent/President accountable for the conduct of District business, which not only includes administration of the educational program, but also includes a process for keeping the Board of Trustees informed of college-related proceedings, activities and events. As the authorized representative of the Board of Trustees, the Superintendent/President, Secretary to the Board of Trustees, is responsible for following a process to communicate with the Board of Trustees, as follows:

1. The Superintendent/President should regularly contact by telephone and regularly meet with each member of the Board of Trustees to review District business.

2. All printed, college-related materials (correspondence, reports, flyers, invitations) generated by college constituents should be forwarded to the Superintendent’s Office for distribution to the Board of Trustees. These materials are included in the regular delivery to the Board of Trustees.
   a. The Superintendent/President should assure that all trustees receive the same materials. (Note: The Student Trustee does not receive confidential materials.)
   b. At the request of the Board of Trustees, a copy of any communication directed to all trustees should be forwarded to the Superintendent/President.
   c. Correspondence from college constituents and board-related organizations should be circulated/distributed to all trustees.

Reviewed and Adopted: 5/1/2000
ARTICLE 1200  ROLE OF THE BOARD OF TRUSTEES

BP 1264  Citizens’ Bond Oversight Committee

If a bond measure has been authorized pursuant to the conditions of Proposition 39 as defined in the California Constitution, the Board of Trustees shall authorize the Superintendent/President to establish a Citizens’ Bond Oversight Committee in accordance with the applicable law and necessary regulations.

The purpose of the Citizens’ Bond Oversight Committee is:

• To inform the public about the expenditures of bond revenues
• To review and report on the proper expenditure of taxpayers’ money for construction
• To advise the public as to the District’s compliance with the Proposition 39 requirements as defined in the California Constitution
• Review efforts by the District to maximize bond revenues by implementing cost-saving measures

Members
The committee shall consist of at least seven members to serve for a term of two years and for no more than two consecutive terms. Members shall serve without compensation. The committee shall include representatives of the following:

• The business community within the district
• Senior citizens’ organization
• A taxpayers’ organization
• A current SMC student
• Active in support and organization of the District (i.e., General Advisory Board)

No employee, official, vendor, contractor, or consultant of the District shall be appointed to the committee.

Assistance
The District shall provide the committee with any necessary technical or administrative assistance, as well as other resources, to publicize its conclusions.

Public Meetings
Meetings shall be open to the public and notice provided in accordance with provisions of the Ralph M. Brown Act.

Reports
At least once a year the committee shall issue a report on the result of its activities. The report shall be presented to the Board in a public session and shall include the following:

• A statement indicating whether the District is in compliance with the requirements of Article XIII A, Section 1(b)(3) of the California Constitution; and
• A summary of the Committee’s proceedings and activities of the preceding year.

The Minutes from proceedings, all documents received, and reports issued are a matter of public record and shall be made available on an internet website maintained by the District.

Reference:  Education Code Sections 15278, 15280, 15282
Government Code Sections 54950-54962

Adopted 12/1/2003
ARTICLE 1200  ROLE OF THE BOARD OF TRUSTEES

BP 1265  Superintendnet/President Succession

1. The Board of Trustees delegates authority to the Superintendnet/President to appoint an acting Superintendnet/President to serve in his or her absence for short periods of time, not to exceed 30 calendar days at a time.

2. In the absence of the Superintendnet/President and when an acting Superintendnet/President has not been named, administrative responsibility shall reside with:

   Executive Vice-President
   Vice-President, Business and Administration
   Vice-President, Academic Affairs
   Vice-President, Human Resources
   Vice-President, Student Affairs

3. If the absence exceeds three consecutive months, the Board shall appoint an acting or interim Superintendnet/President.

4. In the case of resignation, retirement or death of the Superintendnet/President, the Board shall establish a search process. The Board may appoint an interim Superintendnet/President for up to one year. It shall appoint an interim if the time available to conduct a search is less than six months.

Reference: Education Code Section 70902; Title 5 Section 53021

Adopted 12/1/2003

BP 1266  Selection of Superintendnet/President

In the event of vacancy in the position of Superintendnet/President, the Board of Trustees shall establish a search process to fill the vacancy. The process shall comply with relevant regulations.

Reference: Title 5 Sections 53000 et seq.; Accreditation Standard IV.B.1, IV. B.1.j

Adopted 12/1/2003
ARTICLE 1200  ROLE OF THE BOARD OF TRUSTEES

BP 1270  Board Self-Evaluation

The Board of Trustees shall hold an annual self-evaluation as part of the summer Study Session on a mutually agreed upon date.

Purpose

No less than once a year the Board shall evaluate the functioning, strengths and weaknesses of the Board and identify specific functions working well and those needing improvement.

Methodology

The methodology will be determined by the Board of Trustees each year based on the priorities of the institution.

Elements of Consideration

• To assess the strengths and weaknesses of the Board as a whole.
• To determine the effectiveness of the performance of the trustees in achieving the District’s goals.
• To determine the effectiveness of the policies established by the Board.
• To assess accomplishments relative to the Vision, Mission and Goals of the District.

The results of the discussion will provide the basis for the Board to develop its Goals and Priorities to address the needs of the college for the next year.

Reviewed and Adopted: 5/1/2000
Revised 12/1/2003, 5/6/2014
ARTICLE 1200 ROLE OF THE BOARD OF TRUSTEES

BP 1280 Evaluation of the Superintendent/President

The Board of Trustees shall hold an annual evaluation of the Superintendent/President each year at a special meeting scheduled on a mutually agreed upon date.

Each member of the Board will individually rate the Superintendent’s performance on the following criteria:

Standard Leadership Criteria
- Educational Advancement and Quality
- Fiscal Health and Internal Operations
- Community and Government Relations (Local/State/National)
- Facilities and Sustainability
- Partnership with the Board of Trustees

Annual Performance Criteria

The performance criteria will be drawn each year from goals and priorities identified by the Board of Trustees.

Reviewed and Adopted: 5/1/2000
ARTICLE 1300  BENEFITS, COMPENSATION AND CONFERENCE ATTENDANCE

BP 1310  Health Benefits for Board Members

Members of the Santa Monica Community College District Board of Trustees are eligible to participate in Santa Monica Community College District’s health benefit package made available to all regular employees.

The Student Trustee is not entitled to the District’s health benefit package.

BP 1320  Health and Welfare Benefits for Former Board Members

1. A former board member is defined as an elected member of the Board of Trustees who has completed one or more full terms of office or four years as a member of the Board of Trustees.

2. A former Board member who has served in office after January 1, 1981 and before January 1, 1995 and whose total service at the time of termination is not less than 12 years, may receive the same retiree health and welfare benefits provided to the District’s classified retirees not covered by a collective bargaining agreement.

3. The former Board member retired from the Board under the Public Employees Retirement System (PERS) may receive the same retiree health and welfare benefits provided to the District’s classified retirees not covered by a collective bargaining agreement.

4. A former Board member may be permitted to retain health, dental and vision employee insurance plans through personal payment until age 65 if the former board member:
   (a) has completed one or more terms of office and is not covered under section 2 or 3, or
   (b) was elected to a term of office that began on or after January 1, 1995.

5. Participation by former Board members in health, dental, and vision plans shall be subject to any restrictions and/or limitations imposed by the benefit carrier.

6. A former Board member wishing to apply for benefits under this policy must do so within 30 days of leaving office following the completion of at least one full term of office, or four years.

Reference:  Government Code Section 53201

Reviewed and Adopted:  5/1/2000
Revised 12/1/2003
ARTICLE 1300  BENEFITS, COMPENSATION AND CONFERENCE ATTENDANCE

BP 1330  Compensation for Attendance at Board Meetings

Each member of the Board of Trustees* who actually attends all meetings, including special meetings, held during the calendar month may receive as compensation the maximum amount permissible by law. If meetings are missed for other than excused absences, compensation shall be a proration of that amount determined by the number of meetings attended divided by the number of meetings in that month.

1. A member of the Board of Trustees shall be paid for any meeting when absent if the Board, by duly adopted resolution and included in the minutes, finds that at the time of the meeting he or she is performing services outside the meeting for the District.

2. A member of the Board of Trustees shall be paid in any calendar year for the first two meetings from which he or she is absent if the Board, by a duly adopted resolution and included in its minutes, finds that at the time of the meeting from which the member is absent he or she is ill.

3. A member shall not be eligible to receive compensation for any meeting from which he/she is absent in excess of the first two meetings missed each calendar year, unless the Board, by duly adopted resolution and included in the minutes, finds that at the time of the meeting he or she is performing services outside the meeting for the District.

4. An excused absence from a regular or special meeting shall be requested no later than the next regular meeting.

* Refer to Board Policy 1413 for Student Trustee

Reference:  Education Code Section 72024

Reviewed and Adopted:  5/1/2000
ARTICLE 1300  BENEFITS, COMPENSATION AND CONFERENCE ATTENDANCE

BP 1340  Attendance at Meetings and Conferences

Attendance at meetings and conferences related to educational or college matters shall be encouraged for the professional growth of members of the Board of Trustees* and benefit to the District. Members of the Board of Trustees are hereby authorized to attend the following meetings and conferences and be reimbursed for related actual and necessary expenses.

Within the State of California
• Meetings called by the Chancellor of the California Community Colleges
• Regular or committee meetings of the California Legislature
• Meetings or conferences of any society, association, or organization for which the Board of Trustees has approved membership
• Meetings of accreditation, councils, or commissions of California public agencies or related federal agencies
• Visits to colleges in the State of California for the discussion of any college matter of interest to the District
• Any meeting within the state deemed by the Board to relate to community college matters

Out of State
• Meetings with representatives of the United States Government to discuss District business
• Attendance at conferences concerned with educational legislation of federal appropriations to community colleges
• Any deemed by the Board to relate to community college matters
• Meetings recommended by the Superintendent/President

All necessary actual and necessary expenses of attending such meetings, including transportation, meals, lodging and registration fees shall be a charge against District funds up to the limit of funds provided for the Board. An advance of these funds may be authorized, with the advance to be repaid or adjusted upon the filing of a regular claim for actual expenses incurred.

The Superintendent/President shall be notified of all such meetings to be attended by members of the Board of Trustees. Board members will share information regarding the meetings with the Board of Trustees, for the benefit of the Board of Trustees, the college, and the public.

An excused absence from a regular or special meeting of the Board of Trustees because of attendance at such meetings and/or conferences shall be requested no later than the next regular meeting of the Board of Trustees.

* Refer to Board Policy 1414 for Student Trustee

Reference:  Education Code Section 72423

Reviewed and Adopted: 5/1/2000
ARTICLE 1300   BENEFITS, COMPENSATION AND CONFERENCE ATTENDANCE

BP 1350    Liability and Travel Insurance

The Board of Trustees shall provide liability insurance necessary to protect its corporate body, its Board members, its officers, and its employees from any judgment as a result of suits alleging their liability pertaining to improper discharge of employees, or negligence or other act resulting in accidental injury to any person or property damage in or out of the college buildings while the above-named insured are acting in the discharge of their duties within the scope of their office and/or employment and/or under the direction of the Board of Trustees.

Board members will be covered under the District travel insurance policy while engaging in District business.

Reference:    Education Code Sections 72506, 72423

Reviewed and Adopted: 5/1/2000
ARTICLE 1400  STUDENT TRUSTEE

BP 1410  Qualifications

One student currently enrolled at the Santa Monica College shall be elected by the students to serve as Student Trustee. The Student Trustee shall be seated with the Board and shall be recognized as a full member of the Board at meetings. The Student Trustee is entitled to participate in discussion of issues and receive all materials presented to members of the Board (except for closed session issues). The Student Trustee may have an advisory vote as authorized by the Board of Trustees on an annual basis.

The Student Trustee shall be a resident of California at the time of nomination and during the term of service, and shall be enrolled in and maintain a minimum of five semester units in the District at the time of nomination and throughout the term of service. The Student Trustee is not required to give up employment with the District. The Student Trustee shall maintain a minimum grade point average of C (2.0) throughout the term of service.

The election of the Student Trustee shall be in accordance with the procedures prescribed in the Associated Students Constitution. If the Student Trustee becomes ineligible, is recalled, cannot serve, or the position becomes vacant for reason(s) cited in Board Policy 1150 the Board of Trustees may request that the Associated Students Board of Directors conduct an election or open an application process to fill the vacancy.

The Student Trustee shall be subject to recall if a petition filed with the Superintendent/President is signed by ten percent (10%) of the students currently enrolled (spring or fall semesters only). The written petition will be submitted to the Dean of Student Life for validation of signatures.

Reference:  Education Code Section 72022

Reviewed and Adopted:  5/1/2000
Revised 12/1/2003, 2/2/09
ARTICLE 1400  STUDENT TRUSTEE

BP 1411  Rights and Responsibilities

1. The Student Trustee shall serve a one-year term, commencing June 1st of each year. No person shall serve as Student Trustee for more than one term. A person who serves for less than one term as Student Trustee shall not be barred from being elected to a full term as Student Trustee.

2. The Student Trustee shall have the right and responsibility to attend all public meetings of the Board of Trustees, including those held during summer and winter sessions. The Student Trustee shall not have the right to attend closed sessions unless specifically invited by action of the Board of Trustees to attend closed sessions, but the Student Trustee may not attend closed sessions on personnel or collective bargaining matters.

3. The Student Trustee shall be entitled to mileage allowance for travel within the District to the same extent as regular members of the Board of Trustees for attendance at Board meetings. The Student Trustee is not entitled to the District’s health benefit package.

4. The Student Trustee shall serve as a liaison between the Board of Trustees and the Associated Students Board of Directors. He/she shall attend meetings of the Associated Students Board of Directors as a non-voting member no less than once a month and provide a report to the Board of Trustees. He/she shall also report to the Associated Students Board of Directors on activities and issues concerning the Board of Trustees.

Reviewed and Adopted: 5/1/2000

BP 1412  Board Authorized Privileges

The Board of Trustees shall by May 15th of each year, as required by the Education Code, take action to authorize any of the following privileges for the Student Trustee for the coming year:

1. The Student Trustee may make and second motions.

2. The Student Trustee is entitled to an advisory vote which shall be cast before the rest of the Board of Trustees and be recorded as such in the official minutes.

3. The Student Trustee may receive compensation up to the amount prescribed by Education Code Section (see BP 1413). The term of compensation for the Student Trustee shall be from June through May.

Reference: Education Code Section 72022

Reviewed and Adopted: 5/1/2000
Revised: 7/6/2005
ARTICLE 1400  STUDENT TRUSTEE

BP 1413  Compensation for Attendance at Board Meetings

The Student Trustee may receive as compensation the maximum amount permissible by law for attendance at public meetings held during the calendar month. If meetings are missed for other than excused absences, compensation shall be a proration of the amount determined by the number of meetings attended divided by the number of meetings in that month.

• The Student Trustee shall be paid for any meeting when absent if the Board, by duly adopted resolution and included in the minutes, finds that at the time of the meeting the Student Trustee is performing services outside the meeting for the District.
• The Student Trustee shall be eligible for pay in any calendar year for the first two meetings from which he or she is absent if the Board, by a duly adopted resolution and included in the minutes, finds that the Student Trustee is ill at the time of the meeting from which the Student Trustee is absent.
• The Student Trustee shall not be eligible to receive compensation for any meeting from which he/she is absent in excess of the first two meetings missed, unless the Board, by duly adopted resolution, finds that at the time of the meeting the Student Trustee is performing services outside the meeting for the District.
• An excused absence from a regular or special meeting shall be requested no later than the next regular meeting.

Reviewed and Adopted: 5/1/2000

BP 1414  Attendance at Meetings and Conferences

The Student Trustee is authorized to attend and be reimbursed for expenses incurred for attendance at the following conferences:

• CCCT Student Trustee Orientation
• CCCT Annual Conference
• CCCT Legislative and New Trustee Orientation Conference,
• Other trustee conferences as approved in advance by the Superintendent/President


Reviewed and Adopted: 5/1/2000
ARTICLE 1500  MEETINGS OF THE BOARD OF TRUSTEES

BP 1510  Public Meetings

All regular and special meetings shall be open to the public and conducted in accordance with the Ralph Brown Act. All actions authorized or required by law of the Board of Trustees shall be taken at the meetings. An agenda shall be distributed according to Board Policy Section 1560. Closed sessions are restricted from public attendance.

Reference:  Government Code Sections 54950-54962

Reviewed and Adopted:  5/1/2000
Revised 12/1/2003

BP 1511  Regular Meetings

Regular meetings of the Board of Trustees shall be held in accordance with the adopted annual schedule of meetings unless changed by the Board in a subsequent regular meeting.

All regular meetings of the Board shall be held within the boundaries of the District except in cases where the Board is meeting with another local agency or is meeting with its attorney to discuss pending litigation if the attorney’s office is outside the District.

All regular meetings of the Board shall be open to the public, be accessible to persons with disabilities, and otherwise comply with Brown Act provisions, except as required or permitted by law.

Reference:  Education Code Section 72000
Government Code Sections 54950-54963, 54961

Reviewed and Adopted:  5/1/2000
Revised 12/2005, 10/7/08
ARTICLE 1500  MEETINGS OF THE BOARD OF TRUSTEES

BP 1512  Special and Emergency Meetings

A special meeting of the Board of Trustees may be ordered at any time by the Chair of the Board, the Superintendent/President, or by a written request of a majority of the members of the Board of Trustees. Notices of special meetings must be delivered and received at least twenty-four hours in advance, either personally or by mail, to each member of the Board of Trustees, local newspapers of general circulation, and radio or television stations requesting such notices, and posted in appropriate areas for faculty, staff, students and the public. The notice shall specify the time and place of the special meeting and the business to be transacted. No business other than that included in the notice may be transacted or discussed.

Special meetings shall be open to the public in the same manner as are regular and adjourned meetings. The only exception to this requirement occurs when the Board of Trustees meets in closed session, in which case the statutes which apply to closed sessions will become effective.

Emergency meetings may be called by the Chair of the Board when prompt action is needed because of actual or threatened disruption of public facilities under such circumstances as are permitted by the Brown Act, including work stoppage, crippling disasters, and other activity that severely impairs public health or safety. Closed sessions shall be conducted during an emergency meeting to discuss a dire emergency.

Reference:  Education Code Section 72129  
            Government Code Sections 54956, 54956.5, 54962

Reviewed and Adopted: 5/1/2000  
Revised 12/1/2003

BP 1513  Adjourned Meetings

The Board of Trustees may adjourn any regular or adjourned meeting to a time and place specified in the order of adjournment. The adjourned meeting is a regular meeting for all purposes. A meeting without a quorum (four members) may adjourn. If all members are absent from any regular or adjourned meeting, the Secretary of the Board may declare the meeting adjourned to a stated place and time.

Reference:  Education Code Sections 72000, 72121, 72129  
            Government Code Sections 54954, 54954.1

Reviewed and Adopted: 5/1/2000
ARTICLE 1500  MEETINGS OF THE BOARD OF TRUSTEES

BP 1514  Board of Trustees Study Sessions

The Board of Trustees shall schedule two annual study sessions; the dates to be adopted by the Board in the annual calendar of meetings.

At the Study Sessions, the Board will have the opportunity to discuss individual concerns and ideas with other members of the Board and the administration and give direction. Discussion topics may include, but not be limited to, proposed administrative plans, Board policies/goals, future agenda items, agenda format, et cetera.

Reviewed and Adopted: 5/1/2000

Revised: 2/2/2009
ARTICLE 1500  MEETINGS OF THE BOARD OF TRUSTEES

BP 1520  Quorum and Voting

A majority (four) of the elected members of the Board of Trustees shall constitute a quorum. The Board shall act by majority vote of all of the membership of the Board, except as noted below. The Student Trustee’s vote is advisory and is not included in the majority.

No action shall be taken by secret ballot.

The following actions require a two-thirds majority 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 Sections 72000, 81360 et seq, 81432, 81511

Reviewed and Adopted:  5/1/2000
Revised 12/1/2003

BP 1530  Parliamentary Procedure

The rules contained in the current edition of Robert's Rules of Order, newly revised, shall govern the procedures of all meetings of the Board of Trustees unless otherwise stated in these policies.

Reviewed and Adopted:  5/1/2000
ARTICLE 1500  MEETINGS OF THE BOARD OF TRUSTEES

BP 1540  Closed Sessions

All closed sessions shall be conducted in accordance with the Ralph M. Brown Act.

Closed sessions, with one exception, are called only during or following a regular or special Board of Trustees meeting. Before or after going into closed session, the Board shall announce publicly the reasons for the closed session (e.g., to “discuss personnel issues and litigation”) and identify the statutory authority for the closed session (e.g., “Government Code Sections 54957 (personnel) and 54956.9(a)(b) and (c) (litigation).”) If the litigation relates to pending litigation the name or number of the case must be given.

The exception noted in the above paragraph is that contained in Government Code Section 3549.1(d). A closed session may be scheduled by the public college employer for the purpose of discussion with the public college employer’s representative on collective bargaining items that are within the scope of representation under Government Code Section 3543.2, and for the purposes of instructing the designated representative on the Board’s position concerning such items.

Closed sessions, with the exception of those for the purpose set forth above regarding items under the scope of representation, must be held in connection with an item appearing on the agenda, either at regular or special meetings, and must be held at the location of regularly scheduled meetings.

Matters discussed shall be kept confidential, unless a majority of Board members present in the closed session agree not to hold such matters confidential.

Closed sessions, according to law, may be held for the following reasons:

Real Estate Negotiations (Government Code Section 54956.8)

To discuss the purchase, sale, exchange, or lease of real property by or for the local agency. The purpose is to grant authority to the negotiator on price and terms of payment.

Pending Litigation (Government Code Section 54956.9)

Pending litigation when discussion in open session concerning those matters would prejudice the position of the district in the litigation. Litigation is pending when any of the following circumstances exist:

(a) Proceedings before a court, administrative body, hearing officer, or arbitrator to which the district is a party, have been formally initiated.

(b) Legal counsel determines based on existing facts that there is a significant exposure to litigation.

(c) When deciding whether to litigate, closed session is proper.

The Board must state authority for the closed session and, when known the title of the case.
Personnel (Government Code Section 54957)

Consideration of the appointment, employment or dismissal of an employee (Government Code Section 54957). The Board shall publicly report at a next public meeting the action taken and the roll call vote thereon in a prior closed session relative to the matter in this section.

To hear complaints or charges against an employee, unless such employee requests a public hearing.

Public Security (Government Code Section 54957)

For consideration of matters affecting the national security.

For discussion with attorney general, district attorney, sheriff or chief of police, or their respective deputies on matters posing a threat to the security of public buildings, public services or facilities. (Government Code Section 54957)

Labor Negotiations (Government Code Section 54957.6)

For discussion with a representative of the public college employer for the purposes of considering collective bargaining items considered within the scope of representation under Government Code Section 3543.2, and for the purpose of instructing the designated representative concerning the governing board's position on those items.

For discussion of a state conciliator (mediator) who has intervened as authorized by law in matters affecting employer/employee relations.

Student Discipline (Education Code Section 72122)

For the consideration of the suspension of, or disciplinary action or any other action except expulsion in connection with any student in the public college of the district, if a student hearing would lead to giving out of information concerning the student. (Education Code 49073, 49076) However, the student, parent or guardian of the student may request that final action be taken at a public meeting and the result of such action shall be a public record of the college district. (Education Code 35146).

Honorary Degrees (Education Code Section 72122)

To consider the conferring of an honorary degree.

Anonymous Donor (Education Code Section 72122)

To consider gifts from a donor who wants to remain anonymous.

Reference: Education Code 72122  
Government Codes 3543.2, 3549.1, 54957, 54957.1, 54957.6

Reviewed and Adopted: 5/1/2000
ARTICLE 1500  MEETINGS OF THE BOARD OF TRUSTEES

BP 1550  Construction of Agenda for Board of Trustees Meetings

The Superintendent/President, as Secretary of the Board of Trustees, shall prepare an agenda for each regular meeting of the Board of Trustees. The agenda shall be reviewed in advance by the Board Chair at regularly scheduled agenda review meetings. The Chair may include the Vice-Chair in the agenda review meetings.

Any member of the Board of Trustees may call the Board Chair and/or the Superintendent/President and request any item to be placed on the agenda no later than one week before the meeting of the Board of Trustees.

Reviewed and Adopted: 5/1/2000
Revised 12/1/2003

BP 1551  Agenda Items Submitted by Public

Members of the public may place matters on the agenda for meetings of the Board of Trustees according to the following provisions:

1. Such requested agenda item shall be related to the business of the District.

2. The item shall be submitted to the Superintendent/President's office ten days prior to the time of the meeting of the Board of Trustees. Individuals who wish to place an item on the agenda should complete a form available in the Superintendent's Office which includes name, address, subject of agenda item, rationale for agenda item, and a contact telephone number.

3. If the item submitted is presented for Board consideration, a summary of the item shall be placed on the agenda during Communication and Public Comments.

4. The number of items presented for a Board meeting may be limited by the Superintendent/President in consultation with the Board Chair.

A summary of the items submitted by the public shall be placed on the agenda during Public Comments.

Reference: Education Code 72121.5

Reviewed and Adopted: 5/1/2000
ARTICLE 1500  MEETINGS OF THE BOARD OF TRUSTEES

BP 1560  Distribution and Posting of Agenda

Distribution

1. Members of the Board of Trustees shall receive their agendas prior to any distribution.

2. Complete agendas for Board of Trustees meetings will be distributed prior to the meeting at no cost to representatives of organizations on a list prepared by the Board Chair and the Superintendent/President. The current list is on file in the Superintendent's Office.

3. If requested, the complete agenda shall be provided in appropriate alternative formats so as to be accessible to persons with a disability.

4. At the time of the Board meetings, approximately ten copies of the complete agenda will be available for members of the public. One agenda will be permanently posted during each meeting.

5. A copy of the table of contents will be furnished at no cost to any person wishing to have one. The table of contents will be available in the Superintendent's Office.

6. Individuals and organizations not authorized under Board policy to receive complete agendas may request a complete agenda at a cost of $3.00 per meeting or individual pages at a cost of 10 cents per page. Complete agenda and individual pages will be available in the Superintendent's office.

Posting of Agenda

1. Regular Meetings: At least 72 hours prior to the time of the regular meeting, the items to be included on the agenda will be posted at the college in places readily available to community members, employees and students.

2. Special Meetings: Items to be included on the agenda of a special meeting shall be posted at least 24 hours prior to the time of the special meeting.

3. Emergency Recommendations: Emergency recommendations may be added to the agenda any time prior to a scheduled meeting of the Board of Trustees. Such recommendations require five or more affirmative votes by the Board.

For purposes of this section, "emergency situation" means any of the following:

a. Work stoppage or other activity which severely impairs public health, safety or both, as determined by a majority of the members of the Board of Trustees.

b. Crippling disaster which severely impairs public health, safety, or both, as determined by a majority of the members of the Board of Trustees.

Reference: Education Code Sections 72121, 72129
Government Code Sections 54954 et seq, 6250 et seq

Reviewed and Adopted: 5/1/2000
Revised 12/1/2003
ARTICLE 1500   MEETINGS OF THE BOARD OF TRUSTEES

BP 1570     Public Participation - Addressing the Board of Trustees

Regular Meetings of the Board of Trustees

Members of the public may address the Board of Trustees by oral presentation concerning any subject that lies within the jurisdiction of the Board of Trustees provided the requirements and procedures herein set forth are observed.

Special Meetings of the Board of Trustees

Members of the public may address the Board of Trustees by oral presentation on any item included on the agenda for consideration by the Board of Trustees, provided the requirements and procedures herein set forth are observed.

Procedure for Addressing the Board of Trustees

1. Individuals wishing to speak to the Board at a Board of Trustees meeting during Public Comments or regarding item(s) on the agenda must complete an information card with name, address, name of organization (if applicable) and the topic or item on which comment is to be made.

   Generally, each speaker may be allowed a maximum of five minutes per topic. If there are more than four speakers on any topic or item, the Board reserves the option of limiting the time for each speaker. Each speaker is limited to one presentation per specific agenda item before the Board, and to one presentation per meeting on non-agenda matters. A speaker’s time may not be transferred to another speaker.

   General Public Comments and Consent Agenda

   • The card to speak during Public Comments or on a Consent Agenda item must be submitted to the recording secretary at the meeting before the Board reaches the Public Comments section in the agenda.

   • Five minutes may be allotted to each speaker per topic for general public comments or per item in the Consent Agenda. The speaker must adhere to the topic. Individuals wishing to speak during Public Comments or on a specific item on the Consent Agenda will be called upon during Public Comments.

   Major Items of Business

   • The card to speak during Major Items of Business must be submitted to the recording secretary at the meeting before the Board reaches that specific item in the Major Items of Business in the agenda.

   • Five minutes may be allotted to each speaker per item in Major Items of Business. The speaker must adhere to the topic. Individuals wishing to speak on a specific item in Major Items of Business will be called upon at the time that the Board reaches that item in the agenda.

   Exceptions: The time allotment does not apply to individuals who address the Board at the invitation or request of the Board or the Superintendent.
2. Any person who disrupts, disturbs, or otherwise impedes the orderly conduct of any meeting of the Board of Trustees by uttering loud, threatening, or abusive language or engaging in disorderly conduct shall, at the discretion of the presiding officer or majority of the Board, be requested to be orderly and silent and/or removed from the meeting.

3. The Board of Trustees urges that charges and complaints against any District employee be submitted to the Board in writing. This allows the Board to more carefully examine the complaint and initiate an investigation when necessary. However, no one will be prevented from making a charge or complaint to the Board because they decline to do so in writing. If a complaint is made orally, the Board may request that the individual making the complaint provide additional information to facilitate an investigation. The Board may also afford the District employee, about whom a complaint is made, the opportunity to respond either orally or in writing at the same or subsequent meeting.

Reference: Education Code Section 72121.5
Government Code Sections 54954.3, 54957.9

Reviewed and Adopted: 5/1/2000
Revised 12/1/03
ARTICLE 1500  MEETINGS OF THE BOARD OF TRUSTEES

BP 1580  Minutes of Board of Trustees Meetings

The minutes of the Board of Trustees meetings shall include only those matters disposed of by motions regularly made and seconded and the recommendations made by the Superintendent/President. All recommendations of the Board of Trustees meetings shall be numbered serially.

The minutes shall be public records and shall be available to the public. If requested, the minutes shall be provided in appropriate alternative formats so as to be accessible to persons with a disability.

Reference:  Education Code Sections 72000, 72121
            Government Code Sections 54957.5

Reviewed and Adopted:  5/1/2000
Revised 12/1/2003

BP 1590  Recording of Meetings

If the Board of Trustees causes any tape or video recording of a meeting, the recording shall be subject to inspection by members of the public in accordance with the California Public Records Act. The Superintendent/President shall ensure that any such recordings are maintained for at least thirty days following the taping or recording.

Persons attending an open and public meeting of the Board of Trustees may, at their own expense, record the proceedings, in the public seating area or an area approved in advance by the Board Chair, with an audio or video recording or a still photo camera or may broadcast the proceedings. However, if the Board finds by a majority vote that the recording or broadcast cannot continue without noise, illumination, or obstruction of view that constitutes or would constitute a persistent disruption of the proceedings, any such person shall be directed by the Board Chair to stop.

Reference:  Government Code Section 6250, et seq.

Approved:  2/2/09