BP 2340 – Agendas

Reference: *Government Code Sections 54950, et seq., 6250 et seq.; Education Code Sections 72121, 72121.5*
Board Policies 2345, 2350

An agenda shall be posted adjacent to the place of meeting at least 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. If requested, 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 or more of the following apply:
- a majority decides there is an "emergency situation" as defined for emergency meetings;
- two-thirds of the members (or all members if less than two-thirds 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;
- an item appeared on the agenda of, and was continued from, a meeting held not more than five days earlier.

The order of business may be changed by consent of the Board.

The Superintendent/President shall establish administrative procedures that provide for public access to agenda information and reasonable annual fees for the service.

Members of the public may place matters directly related to the business of the District on an agenda for a board meeting by submitting a written summary of the item to the Superintendent/President. The written summary must be signed by the initiator. The Board reserves the right to consider and take action in closed session on items submitted by members of the public as permitted or required by law.

Agendas shall be developed by the Superintendent/President in consultation with the Board President.

Agenda items submitted by members of the public must be received by the office of the Superintendent/President two weeks prior to the regularly scheduled board meeting.

Agenda items initiated by members of the public shall be placed on the Board's agenda following the items of business initiated by the Board and by staff. Any agenda item submitted by a member of the public and heard at a public meeting cannot be resubmitted before the expiration of a 90 day period following the initial submission.

BP 2345 – Public Participation at Board Meetings

Reference: *Government Code Section 54954.3, 54957.5; Education Code 72121.5*
Board Policies 2340, 2350, 2355

The Board shall provide opportunities for members of the general public to participate in the business of the Board.

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:

1. 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 Secretary 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.

2. Members of the public may place items on the prepared agenda in accordance with Board Policy 2340.

A written summary of the item must be submitted to the Superintendent/President at least two weeks prior to the board meeting. The summary must be signed by the initiator, contain his or her residence or business address, and organizational affiliation, if any.

Members of the public also may submit written communications to the Board on items on the agenda and/or speak to agenda items at the board meeting. All such written communications shall be dated and signed by the author, and shall contain the residence or business address of the author and the author's organizational affiliation, if any.

If requested, writings that are public records shall be made available in appropriate alternative formats so as to be accessible to persons with a disability.

Claims for damages are not considered communications to the Board under this rule, but shall be submitted to the District.

BP 2350 – Speakers

Reference: *Government Code Sections 54950, et seq.; Education Code Section 72121.5*
Board Policies 2340, 2345

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. The Board of Trustees encourages input from members of the local and college community.

Oral presentations relating to a matter on the agenda, including those on the consent agenda, shall be heard before a vote is called on the item.

Persons wishing to speak to matters not on the agenda shall do so at the time designated at the meeting for public comment.

Those wishing to speak to the Board are subject to the following:

- The President of the Board may rule members of the public out of order if their remarks do not pertain to matters that are within the subject matter jurisdiction of the Board or if their remarks are unduly repetitive.

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

- 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.

Persons wishing to speak to an agenda item will be asked to do so under the reports section of the agenda.

- They shall complete a written request to address the Board at the beginning of the meeting at which they wish to speak.

- The request shall include the person's name and name of the organization or group represented, if any, and a statement noting the agenda item or topic to be addressed.

- No member of the public may speak without being recognized by the President of the Board.

- Each speaker will be allowed a maximum of three (3) minutes per topic. Thirty (30) minutes shall be the maximum time allotment for public speakers on any one subject regardless of the number of speakers at any one board meeting. At the discretion of a majority of the Board, these time limits may be extended.

- Each speaker coming before the Board is limited to one presentation per specific agenda item before the Board, and to one presentation per meeting on non-agenda matters.

BP 2715 – Code of Ethics/Standards of Practice

Reference: *Accreditation Standard IV.B.1.a, e, & h*
Board Policies 2745

The Board maintains high standards of ethical conduct for its members. Members of the Board are responsible for:

- Acting only in the best interests of the entire community.
- Ensuring public input into board deliberations; adhering to the law and spirit of the open meeting laws and regulations.
- Preventing conflicts of interest and the perception of conflicts of interest.
- Exercising authority only as a board.
    1. Not interpreting Board member authority to imply administrative authority.
    2. Not interpreting Board member authority in a manner that diminishes administrative responsibility of any District employee.
- Being bound by adopted District policies.
- Using appropriate channels of communication.
    1. Working and communicating through appropriate channels of authority and responsibility.
    2. Complying with the Brown Act prohibitions concerning communication among themselves regarding items that are within the subject matter jurisdiction of the Board and/or district.
- Notifying the President of the Board or Secretary to the Board of an expected absence from a Board meeting.
- Respecting others, acting with civility, and maintaining orderly conduct at Board meetings.
- Being informed about the district, educational issues, student progress, and responsibilities of trusteeship.

- Devoting adequate time to board work.

- Maintaining confidentiality of closed sessions consistent with requirements of the Brown Act.

- Approaching no other employee but the Superintendent/President on a personal or sensitive matter with the request that such a matter be held in confidence.

Trustee Censure Policy

1. Statement of Purpose. Censure is an official expression of disapproval passed by the Governing Board. A Board Member may be subject to a resolution of censure by the Governing Board should it be determined that trustee misconduct has occurred.

   All Board Members are expected to maintain the highest standards of conduct and ethical behavior. To give guidance to individual members in conforming their conduct to minimum standards, the Board has adopted a Trustee Code of Ethics. In order to maintain public standards, the Board has adopted a Trustee Code of Ethics. In order to maintain public confidence in the Board, and in governance, the Board will be prepared to investigate the factual basis behind any charge or complaint of trustee misconduct.

2. Censure Procedure. A Board member's alleged violation of the Code of Ethics or the Board's policy on Conflict of Interest (BP 2710) shall be addressed according to the severity of the charge by the District as follows:

   a. For an apparently minor violation that does not constitute a violation of any applicable law, the Board President may discuss the violation with the Board Member and offer mentoring or coaching assistance to prevent future violations.

   b. For more serious or repetitive violations that do not constitute a violation of any applicable law, the complaint may be referred by the Board President for investigation and review to an ad hoc committee composed of two trustees not subject to the complaint. In a manner deemed appropriate by the committee, a thorough fact-finding process shall be initiated and completed within a reasonable period of time to determine the validity of the complaint. The committee shall be guided in its inquiry by the standards set forth in BP 2715.

   The trustee subject to the charge of misconduct shall not be precluded from presenting information to the committee.

   The committee shall, within a reasonable period of time, make a report of its findings to the Board for action. If the Board proceeds with a censure resolution, it must be approved by a majority of the Board to be enacted.

a. For significant violations that do constitute the possible violation of any applicable law (including violations of the Brown Act), the Board President and the Superintendent/President are authorized to seek legal counsel for advice and direction on how to proceed to correct the matter. Acts determined to be a violation of applicable laws shall be referred to the District Attorney or State's Attorney General as provided by law.

BP 2725 – Board Member Compensation

Reference: *Education Code Section 72425*
Board Policies 2015

Members of the Board of Trustees are entitled to monetary compensation for attending board meetings. The Board has chosen to decline the monetary compensation.

BP 2745 – Board Self-Evaluation

Reference: *Accreditation Standard IV.B.1.e & g*
Board Policies 2715

The Board of Trustees realizes they are the legal owners and final authority for the institution whose assets and operations they hold in trust. The Board is committed to assessing its own performance as a board in order to identify its strengths and areas in which it may improve its functioning. To that end, the Board has established the following process:

The Board will annually evaluate and assess its own performance, using the Trustee Evaluation Instrument and process determined by the Board. The instrument shall incorporate criteria contained in board policies regarding Board operations, as well as criteria defining board effectiveness as promulgated by recognized practitioners in the field. All trustees will be asked to complete the evaluation instrument, as well as a survey conducted in the community and the college. Results from the community and college respondents will be compiled into a report and provided to the Board President to present at the annual board retreat for discussion.

The purpose of the Board evaluation is to identify those areas of Board functions which are working well and those which may need improvement. The Board may request further information from the Superintendent/President to complete the evaluation.