

CHAPTER 1: Board of Trustees
BOARD POLICY NO. 1.55 (BP 2330)

BOARD POLICY
San Mateo County Community College District

Subject: BP 1.55 Order of Business and Procedure
Revision Date: 12/11; 11/14
Policy Reference: Education Code Sections 54950 et seq. and 72000(d)(3)

1. Three publicly elected Board members will constitute a quorum for the transaction of business. An affirmative vote of the majority of all publicly elected Board members will be required for the passage of a motion except where otherwise provided by law. No action shall be taken by secret ballot. The Board will publicly report any action taken in open session and the vote or abstention of each individual member present.
2. The order of business at a regular meeting of the Board shall be:
 - a. Roll Call
 - b. Pledge of Allegiance
 - c. Discussion of the Order of the Agenda
 - d. Minutes
 - e. Presentations to the Board by Persons or Delegations (subject to advance arrangement with the Chancellor)
 - f. Statements from Executives and Student Representatives
 - g. Board Series Presentation – Innovations in Teaching, Learning and Support Services
 - h. Statements from the Public on Non-Agenda Items
 - i. Unfinished Business
 - j. New Business
 - i. Approval of Personnel Actions: Changes in Assignment, Compensation, Placement, Leaves, Staff Allocations and Classification of Academic and Classified Personnel; other personnel items
 - ii. Approval of Consent Agenda
 - iii. Other Recommendations
 - k. Information Reports
 - l. Statements from Board Members
 - m. Communications
 - n. Recess to Closed Session (when needed)
 - o. Reconvene to Public Session
 - p. Closed Session Actions Taken
 - q. Adjournment
3. The President of the Board may rearrange the agenda during a meeting of the Board if there is no objection from a majority of the members present.