

BOARD POLICY
San Mateo County Community College District

Subject: BP 1.55 Order of Business and Procedure
Revision Date: 12/11; xx/xx
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.