

ARTICLE IV  
MEETINGS

2400. GENERAL. Meetings of the Board of Trustees of the Los Angeles Community Colleges and of its committees or other bodies created by the Board shall be in compliance with the Ralph M. Brown Act, as required by law.

Adopted 12-02-69  
Amended 06-29-71  
Amended 02-04-76  
Amended 04-07-76  
Amended 06-25-80  
Amended 11-29-89  
Amended 09-05-90  
Amended 05-18-94  
Amended 03-23-11

2400.10 Regular Meetings. Regular meetings are held at 12:30 p.m. on the second and fourth Wednesdays except as otherwise scheduled by action of the Board of Trustees and within District territory at a location designated by the President of the Board of Trustees, unless otherwise allowed by law. Pursuant to Board Rule 2408 (Order of Business) the Board may recess to closed session at that time and reconvene the public session at 3:30 p.m. or at an appropriate time as noticed on the agenda. Board meetings shall adjourn by 10:00 p.m.

GC 54954

Amended 05-18-94

2400.11 A notice identifying the location, date and time of a regular meeting shall be posted at each college of the District at least ten (10) days prior to the meeting and shall remain posted up to and including the meeting time.

GC 54954

Adopted 05-18-94

2400.12 Mailed Notice of Meetings. Notice of meetings must be mailed to any person who has made a written request at the time as the posting of the notice and agenda for the meeting. Failure of any person to receive notice given by the agency does not invalidate the actions taken at the meeting.

GC 54954.1

Adopted 05-18-94

Amended 03-23-11

2400.13 Anyone who requests written notices as described in Rule 2400.11 shall provide the request, together with the recipient's name and address in writing to the Chancellor as Secretary of the Board of Trustees or designee, together with payment in the amount of \$10 as an annual fee, or \$50 as an annual fee in order to receive both the notice and back-up material. Notice by email may be given without charge. Back-up material will be posted on the District's website at or near the same time as the posting of the agenda. Such requests shall be valid for one (1) year from the date it was received, unless renewed. Renewal requests must be received, together with the annual fee, no later than 90 days after January 1 of each year.

Adopted 05-18-94

Amended 08-11-99

Amended 03-23-11

2402. SPECIAL MEETINGS. A special meeting may be called at any time by the President of the Board, or upon a call issued in writing and signed by a majority of the members of the Board. Notice must be given to each member of the Board and to each local newspaper of general circulation, radio or television station requesting notice in writing. Such notice must be delivered personally or by mail or email at least 24 hours before the time of such meeting as specified in the notice. The call and notice shall specify the time and place of the special meeting and business to be transacted. No other business shall be considered at such meetings by the Board. Such written notice may be dispensed with as to any member who at or prior to the time the meeting convenes files with the Secretary of the Board a waiver of notice. Such a waiver may be given by telegram. Such written notice may also be dispensed with as to any member who is actually present at the meeting at the time it convenes. Notice shall be required pursuant to this section regardless of whether any action is taken at the special meeting. Such notice shall be posted at least 24 hours prior to the special meeting in a location freely accessible to members of the public.

GC 54956

Adopted	12-02-69
Amended	06-29-71
Amended	02-04-76
Amended	04-07-76
Amended	06-25-80
Amended	11-29-89
Amended	09-05-90
Amended	05-18-94
Amended	03-23-11

2402.10 Emergency Meetings. In the case of an emergency situation involving matters upon which prompt action is necessary due to the disruption or threatened disruption of District facilities, the Board may hold an emergency meeting without complying with either the 24-hour notice requirement or the 24-hour posting requirement or both requirements. However, each local newspaper of general circulation and radio or television which has requested a notice of special meetings shall be notified by the President of the Board or designee one hour prior to the emergency meeting shall be given notice by email or by telephone. The Board shall not meet in closed session at an emergency meeting except as provided by the law. All special meeting requirements shall be applicable to a meeting called pursuant to this section except the 24-hour notice requirement.

GC 54956.5

Adopted 05-18-94  
Amended 03-23-11

2402.11 Minutes of any emergency meeting must be posted as soon as possible after the meeting, along with a list of persons who the Board notified or attempted to notify about the emergency meeting.

GC 54956.5

Adopted 05-18-94

2403. CLOSED SESSIONS. Closed sessions are restricted to consideration of matters as described in the Education Code and Government Code and to other matters in accordance with the law.

GC 54957

Adopted 12-02-69  
Amended 02-03-76  
Amended 05-18-94  
Amended 03-23-11

- A. To the extent required by law, at the conclusion of any closed session, the Board shall announce in open session any action taken and the vote or abstention of each member on each action.
- B. Prior to holding any closed session, the Board of Trustees shall post or state the reasons for closed session, and shall cite statutory authority or legal authority under which the closed session is being held. To the extent required by law, agenda descriptions of closed session items shall be made available to the public with the public session agenda.

GC 54956.9, 54957

- 1. Potential litigation matters must be defined in the agenda by presentation of existing facts and circumstances to the extent required by law.

GC 54956.9, 54957

- 2. At least 24 hours before the session, if specific complaints or charges will be considered about an employee, that employee shall be given written notice of his or her right to have the complaints or charges heard in an open session rather than a closed session. The employee must notify the Chancellor as the Secretary of the Board or designee by 9:00 a.m. on the day of the Board meeting if he or she wants to have the complaints or charges heard in an open session. The notice given to the employee shall include the name, address and telephone number of the Chancellor or designee. The notice shall also include a statement advising the employee that he or she must notify the Chancellor or designee by 9:00 a.m. on the day of the Board meeting.

GC 54956.9, 54957

Adopted 05-18-94  
Amended 08-11-99  
Amended 03-23-11

3. The Board may meet in closed session to determine whether there is a basis for considering a non-agenda item which would be considered in closed session. The Board may not meet in closed session to determine whether to consider a non-agenda time which must be considered in open session.

GC 54956.9, 54957

Adopted 05-18-94

2403.11 Motion for Closed Sessions.

- a. To recess to Closed Session to consider matters on the posted closed session agenda:

"the Chair shall entertain an appropriate motion. Once adopted by a majority of the Board, the Board will recess to closed session."

GC 54946.9

- b. As required by law, on all other matters proposed for discussion in closed session, the proponent of the motion must publicly identify the items proposed for discussion as required by the Brown Act and indicate the basis for considering an item not on the posted agenda. To the extent allowed by law, any discussion and vote on the need to consider the item in closed session may take place in closed session and be reported publicly afterward.

GC 54956.9

Adopted 12-02-69  
Amended 02-03-76  
Amended 05-18-94  
Amended 03-23-11

2404. ANNUAL MEETING. An organizational meeting of the Board of Trustees will be scheduled and held annually between July 1 and 15, inclusive. The Chancellor as Secretary of the Board shall, within 15 days prior to the date of the annual meeting, notify in writing all Trustees and Trustees-elect of the date and time selected for the meeting. During this annual meeting the Board shall elect one of its members to serve as President and one as First Vice President, for a one-year term. The Board may determine on an annual basis whether to elect one of its members to serve as Second Vice President.

EC 72000 (c) (2) (A)

Adopted 12-02-69  
Amended 02-04-76  
Amended 12-07-77  
Amended 03-29-95  
Amended 08-11-99  
Amended 03-23-11

2405. QUORUM. Four members shall constitute a quorum for transacting business for the seven-member Board. Three members constitute a quorum in the event there are two vacancies contemporaneously.

EC 72203

Adopted 03-23-71  
Amended 03-23-11

2406. MEETINGS AND RECORDS OPEN TO THE PUBLIC - EXCEPTIONS.  
Except as provided in the Government Code and Education Code, all meetings of the Board of Trustees and of its committees shall be open and public, and its records shall be open to public inspection subject to the exemptions of the Public Records Act.

Writings distributed during a public meeting which are not exempted from disclosure by the Public Records Act shall be made available if prepared by a Board member, or by someone acting on behalf of the District. Writings prepared by others shall be available within a reasonable time after the meeting.

EC 72121, 72122  
GC 54957.5

Adopted 12-15-71  
Amended 02-04-76  
Amended 05-18-94  
Amended 03-23-11

2407. AGENDA. An agenda for the meetings shall be provided by the Chancellor in cooperation with the President of the Board of Trustees. The agenda shall be posted in a place adjacent to the place of meeting which is freely accessible to the public at least 72 hours prior to the meeting time for regular meetings. The Agenda shall specify the time, date and location of the regular meeting. No action shall be taken on any item not appearing on the posted agenda except: (1) upon a determination by a two-thirds vote of the members, or if less than two-thirds members present, a unanimous vote of those members present and it is shown that the need to take action arose and came to the attention of the Board members subsequent to the posting of the

Adopted 12-15-71  
Amended 02-04-76  
Amended 06-22-88  
Amended 05-18-94

agenda; (2) when a majority of the Board determines there is an "emergency situation" as defined in emergency meetings; or (3) when an item appeared on an agenda posted no less than five (5) days before the meeting and was continued from a previous meeting. Each item must contain a brief general description.

EC 72121  
GC 54954.2

Adopted 12-15-71  
Amended 02-04-76  
Amended 06-22-88  
Amended 05-18-94

2407.10 Preparation of Agenda. Whenever a Trustee notices a motion in conformance with procedures specified in Board Rule 2409.10, staff will place the noticed motion on the regular Board agenda.

Adopted 01-15-72  
Amended 11-10-76  
Amended 06-25-80  
Amended 08-11-99

2407.11 Establishment of Status Reports of Directives to the Chancellor by the Board of Trustees. A status report is to be kept of directives to the Chancellor by action of the Board. This report shall include the date and nature of action and a summary statement as to the disposition of the matter. This report is to be presented at the last Board meeting of each month.

Adopted 03-24-76

2407.12 Agenda Items Initiated by the Members of the Public.

- a. Summary of Item submitted to the Chancellor as Secretary of the Board. Members of the public may place matters directly related to the business of the Los Angeles Community College District on an agenda of the Board of Trustees of the Los Angeles Community College District by submitting a summary of the item to the Chancellor as Secretary of the Board or designee at least two (2) weeks in advance of a regular meeting. The summary must contain a brief general description of the item.
- b. Designation of Item - Discussion or Proposed for Action. At the time the item is submitted to the Chancellor as Secretary of the Board or designee, the member of the public shall designate the item as either for discussion or for proposed action.
- c. Deadline for Submitting Agenda Items for Regular Board Meetings.
  - 1) Proposed Action Items. Proposed actions must be submitted to the Chancellor as Secretary of the Board or designee by noon of the Wednesday **two weeks** before the Board meeting in question in order to permit printing and posting of the item as required by law.

Adopted 12-01-82  
Amended 01-05-83  
Amended 05-07-86  
Amended 05-18-94  
Amended 08-11-99  
Amended 01-19-00  
Amended 03-23-11  
Amended 05-11-11

2) Discussion Items. Discussion items must be submitted to the Chancellor as Secretary of the Board or designee by 10:00 a.m. of the day of the Board Meeting.

d. Addressing the Board. A member of the public who has placed an item on the Board's agenda, and others who may wish to address the Board on such an item may do so pursuant to Article V of this chapter. The Board shall not prohibit public criticism of the policies, procedures, programs or services of the Board.

GC 54954.3

Adopted	12-01-82
Amended	01-05-83
Amended	05-07-86
Amended	05-18-94
Amended	08-11-99
Amended	01-19-00
Amended	03-23-11
Amended	05-11-11

- e. Resubmission of Items--90 Day Rule. Any public agenda item that has been submitted for proposed action to the Board and heard at a public meeting cannot be resubmitted before the expiration of a 90-day period following the initial presentation. This prohibition does not apply to items submitted for discussion only.
- f. Closed Session. The Board reserves the right to consider and take action on items in closed session as permitted or required by law.

GC 54954.2

- g. The Chancellor is Secretary of the Board. The Chancellor as Secretary of the Board may from time to time, adopt such other reasonable provisions as may be necessary to accommodate the application of these public agenda rules to special Board meetings or other unique circumstances and to implement Section 72121.5 of the Education Code. If the Chancellor as the Secretary of the Board does adopt any such further provisions, the Chancellor shall report them to the Board at its next regularly scheduled meeting.

Adopted	12-01-82
Amended	01-05-83
Amended	05-07-86
Amended	05-18-94
Amended	08-11-99
Amended	01-19-00
Amended	03-23-11
Amended	05-11-11

2407.13 Discussion of Non-Agenda Items. To the extent allowed by law, non-agenda items may be considered as follows: Board members may respond to public comments; Board members may ask questions for clarification, make a brief announcement, or make a brief report on their own activities, on their own initiative or in response to questions posed by the public; Board members may refer matters to staff, may require staff to report back, and may direct staff to place matter(s) on future agenda(s).

GC 54954.2

Adopted 05-18-94

2408. ORDER OF BUSINESS.

A. During the first Board of Trustees meeting, generally held on the second Wednesday of the month, the Order of Business shall be as follows:

- ◆ Roll Call
- ◆ \_\_\_\_\_ Requests to Address the Board of Trustees
- ◆ \_\_\_\_\_ Closed Session Agenda Matters
- ◆ \_\_\_\_\_ Recess to Closed Session
- ◆ \_\_\_\_\_ Roll Call
- ◆ \_\_\_\_\_ Flag Salute
- ◆ \_\_\_\_\_ Minutes
- ◆ Reports from Representatives of Employee Organizations at the Resource Table
- Public Agenda Requests (Category A)
  1. Oral Presentations
  2. Proposed Actions

Adopted 12-29-70  
Amended 08-18-71  
Amended 02-05-75  
Amended 02-04-76  
Amended 01-04-78  
Amended 03-29-78  
Amended 09-23-81  
Amended 10-06-82  
Amended 01-05-83  
Amended 05-07-86  
Amended 07-29-87  
Amended 06-22-88  
Amended 06-13-07  
Amended 11-29-89  
Amended 05-16-90  
Amended 05-08-91  
Amended 10-02-91  
Amended 11-06-91  
Amended 05-18-94  
Amended 08-13-97  
Amended 01-19-00  
Amended 11-14-01  
Amended 08-06-03  
Amended 06-13-07  
Amended 03-23-11  
Amended 05-11-11

- ◆ \_\_\_\_\_ Requests to Address the Board of Trustees - Multiple Agenda Matters
- ◆ \_\_\_\_\_ Reports and Recommendations from the Board
  1. Report on Actions Taken in Closed Session
  2. Reports of Standing and Special Committees
  3. Proposed Actions
- ◆ \_\_\_\_\_ Reports from the Chancellor and College Presidents
- ◆ \_\_\_\_\_ Consent Calendar
  - Majority Vote
  - Super-Majority Vote
  - Recommendations from the Chancellor
  - Notice Reports and Informatives
    - Announcements and Indications of Future Proposed Actions
    - Adjournment

Adopted 12-29-70  
 Amended 08-18-71  
 Amended 02-05-75  
 Amended 02-04-76  
 Amended 01-04-78  
 Amended 03-29-78  
 Amended 09-23-81  
 Amended 10-06-82  
 Amended 01-05-83  
 Amended 05-07-86  
 Amended 07-29-87  
 Amended 06-22-88  
 Amended 06-13-07  
 Amended 11-29-89  
 Amended 05-16-90  
 Amended 05-08-91  
 Amended 10-02-91  
 Amended 11-06-91  
 Amended 05-18-94  
 Amended 08-13-97  
 Amended 01-19-00  
 Amended 11-14-01  
 Amended 08-06-03  
 Amended 06-13-07  
 Amended 03-23-11  
 Amended 05-11-11

B. During the second Board of Trustees meeting each month, generally held on the fourth Wednesday of the month, the Order of Business shall be as follows:

- Call to Order
- Requests to address the Board of Trustees - Closed Session Agenda Matters
- Recess to Closed Session
- Reconvene in Public Session
- Reports from Representatives of Employee Organizations at the Resource Table
- Public Agenda Requests
- Recess to Capital Construction Committee
  - Reports Regarding the Capital Construction Program
- Reconvene Regular Meeting
- Notice Reports and Informatives

Adopted 12-29-70  
Amended 08-18-71  
Amended 02-05-75  
Amended 02-04-76  
Amended 01-04-78  
Amended 03-29-78  
Amended 09-23-81  
Amended 10-06-82  
Amended 01-05-83  
Amended 05-07-86  
Amended 07-29-87  
Amended 06-22-88  
Amended 06-13-07  
Amended 11-29-89  
Amended 05-16-90  
Amended 05-08-91  
Amended 10-02-91  
Amended 11-06-91  
Amended 05-18-94  
Amended 08-13-97  
Amended 01-19-00  
Amended 11-14-01  
Amended 08-06-03  
Amended 06-13-07  
Amended 03-23-11  
Amended 05-11-11

- Announcements and Indications of Future Proposed Actions
- Adjournment

C. Adjustments to Order of Business. The Chancellor, in consultation with the President of the Board of Trustees, shall have discretion to adjust the Order of Business as may be appropriate.

D. Study Sessions

1. The Chancellor, in consultation with the President of the Board of Trustees, shall have discretion to schedule a Study Session on a date prior to the Board Meeting in order to allow Board members to ask questions of staff and obtain further information from staff regarding the posted agenda items for the regular Board meeting.

Adopted 12-29-70  
 Amended 08-18-71  
 Amended 02-05-75  
 Amended 02-04-76  
 Amended 01-04-78  
 Amended 03-29-78  
 Amended 09-23-81  
 Amended 10-06-82  
 Amended 01-05-83  
 Amended 05-07-86  
 Amended 07-29-87  
 Amended 06-22-88  
 Amended 06-13-07  
 Amended 11-29-89  
 Amended 05-16-90  
 Amended 05-08-91  
 Amended 10-02-91  
 Amended 11-06-91  
 Amended 05-18-94  
 Amended 08-13-97  
 Amended 01-19-00  
 Amended 11-14-01  
 Amended 08-06-03  
 Amended 06-13-07  
 Amended 03-23-11  
 Amended 05-11-11

2. The Study Session shall be posted as an open meeting that members of the public shall be allowed to attend in accordance with the Brown Act.
3. The Study Session shall not be considered a regular Board meeting and attendance shall be optional for purposes of compensation.
4. Members of the public may address the Study Session regarding matters on the agenda.

Adopted 12-29-70  
 Amended 08-18-71  
 Amended 02-05-75  
 Amended 02-04-76  
 Amended 01-04-78  
 Amended 03-29-78  
 Amended 09-23-81  
 Amended 10-06-82  
 Amended 01-05-83  
 Amended 05-07-86  
 Amended 07-29-87  
 Amended 06-22-88  
 Amended 06-13-07  
 Amended 11-29-89  
 Amended 05-16-90  
 Amended 05-08-91  
 Amended 10-02-91  
 Amended 11-06-91  
 Amended 05-18-94  
 Amended 08-13-97  
 Amended 01-19-00  
 Amended 11-14-01  
 Amended 08-06-03  
 Amended 06-13-07  
 Amended 03-23-11  
 Amended 05-11-11

2409. MOTIONS. A second to all motions shall be required before discussion or vote on the motion.

Adopted 12-29-70

2409.10 Noticed Motions. Copies of noticed motions by Trustees shall be submitted to the Chancellor and Trustees in writing for review two (2) weeks prior to the Board meeting.

Adopted 08-18-71

Amended 09-29-71

Amended 02-04-76

Amended 03-23-11

2409.11 Requests from Board Members. All requests from Board Members for information or research, requiring mobilization of staff, staff time, District resources and personnel shall be distributed through the Chancellor to all Board Members.

Adopted 11-03-74

Amended 02-04-76

2409.12 Motion Requirements. Noticed motions shall clearly articulate the impact and relationship of the proposed motion to the core mission and concerns of the District.

Adopted 03-23-11

2410. RECORD OF VOTES. Votes shall be taken by alphabetical roll call, and the results recorded in the minutes of that meeting. No action shall be taken by secret ballot. A single roll call vote will be taken for all items within a designated Consent Calendar. Each Trustee shall have the right to call for any item(s) on a Consent Calendar to be separated out for a separate roll call vote on that/those items.

GC 54953(c)

Adopted 12-29-70  
Amended 05-18-94  
Amended 11-14-01

2411. NUMBER OF VOTERS REQUIRED FOR TRANSACTION OF BUSINESS. Four affirmative votes shall be necessary to pass any motion, resolutions, or orders, except as provided by Sections 2412 or 2413 of these Board Rules.

EC 72203, 72204

Adopted 12-29-70  
Amended 02-04-76  
Amended 11-14-01  
Amended 03-23-11

2412. ACTIONS REQUIRING A TWO-THIRDS VOTE. In compliance with State statutes, approval of the following actions requires an affirmative vote of five members of the Board.

Adopted 12-29-70  
Amended 11-14-01

2412.10 Sale or Lease of Real Property. Resolution of intention to sell or lease real property to any legal entity other than those requiring unanimous vote, when a two-thirds vote is required by law.

EC 81365

Adopted 12-29-70  
Amended 03-23-11

2412.11 Action to Overrule. Action of the Board declaring a local zoning ordinance inapplicable to classroom facilities.

GC 53094

Adopted 12-29-70

Amended 11-14-01

2412.12 Undistributed Reserve. Appropriation of funds from the undistributed reserve.

EC 42125

Adopted 12-29-70

Amended 11-14-01

2412.13 Condemnation of Real Property. Resolution to condemn real property.

CCP 1241

Adopted 12-29-70

Amended 11-14-01

2413. ACTIONS REQUIRING A UNANIMOUS VOTE. In compliance with State statutes approval of the following actions requires an affirmative unanimous vote of all members of the Board.

Adopted 12-29-70

Amended 11-14-01

2413.10 Community Lease for Production of Gas. Resolution authorizing leasing of school District property under a community lease for the production of gas.

EC 81511

Adopted 12-29-70

Amended 11-14-01

2413.11 Sales or Lease of District Real Property.  
Resolution authorizing a sale or lease of school District real property to the state, any county, city and county, city, or to any school district which is not governed by the Community College Board of Trustees.

EC 81432

Adopted 12-29-70

Amended 11-14-01

Amended 03-23-11

2415. MINUTES AND TAPE RECORDINGS OF PUBLIC SESSIONS.

- A. The minutes and tape recordings of the open session meetings of the Board of Trustees shall constitute public records and shall be available to the public. Any inspection of a tape recording shall be provided without charge and a tape recorder made available by the District. Minutes shall be produced and retained in perpetuity and tape recordings shall be made of all public sessions of the governing board.

GC 54953.5

Adopted 12-29-70

Amended 02-04-76

Amended 05-18-94

- B. Discarding the Recordings of the Meetings of the Board of Trustees. The minutes of the meetings of the Board of Trustees shall be kept in perpetuity. The audio recording of each meeting may be destroyed but not before one year from the date of the taped meeting. At the discretion of the Chancellor as Secretary of the Board of Trustees or designee, destruction of tapes may be done once annually so long as the most recent tape being destroyed is at least one year old.

Adopted 05-18-94

Amended 08-11-99

C. The minutes shall include:

- (1) Date, place, time and type of meeting.
- (2) Notation of members present and absent by name.
- (3) Time of adjournment.
- (4) Approval or amendment, and approval of the minutes.
- (5) Information as to the subject of Board's deliberations and actions, including the makers and seconders of a motion, an alphabetical roll call of the votes and results of a motion;
- (6) All Board resolutions; and
- (7) A record of all public speakers.

Adopted 12-29-70  
Amended 02-04-76  
Amended 05-18-94

2415.10 Recordings by Others. Any person may record the public sessions of the Board with an audio or video tape recorder or a still or motion picture camera, unless the Board finds that the recording cannot continue without noise, illumination or obstruction of view which constitutes or would constitute a persistent disruption of the proceedings.

GC 54953.5

Adopted 05-18-94

2415.11 Broadcast.

- a. Broadcast of public sessions shall be permitted unless, or in the absence of, a finding by the Board that the broadcast cannot be accomplished without noise, illumination or obstruction of view that would constitute a persistent disruption of the proceedings.

Adopted 05-18-94  
Amended 03-23-11

- b. The Board may direct the termination of broadcasting if it finds that the process is substantially and persistently disrupting the Board proceedings.

GC 54953.6

Adopted 05-18-94  
Amended 03-23-11

2416. PARLIAMENTARY PROCEDURE.

- A. Robert's Rules of Order. The rules contained in Robert's Rules of Order Newly Revised, shall govern the proceedings and conduct of the meetings of the Board of Trustees and its committees in all cases that are not covered in or by the rules of Standing Orders of the Board of Trustees. However, the President and Vice-President shall vote, and Robert's Rules shall govern except as superseded by law or regulation, provided that any noncompliance by the Board with Robert's Rules of Order shall not be deemed to invalidate any otherwise lawful act of the Board.
- B. Sponsorship of a Motion by the Chair. The Chair of the applicable meeting may be the maker of a motion only if it is included in the posted agenda for the meeting, and may speak to the motion only if the Chair yields the gavel to another Board member.
- C. Order of Debate
  - 1. The maker and seconder of the motion shall be recognized first by the Chair if they wish to speak to the motion.
  - 2. The Chair shall call upon staff for any presentation regarding a motion.

Adopted 03-23-11

3. The Chair shall then call upon Board members successively who wish to comments or ask questions regarding the motion.
4. The Chair shall then call upon public speakers and representatives from the employee organizations for their comments.
5. The Chair shall then call upon Board members successively for any further debate, comments or questions.
6. In order to ensure the ability to record the meeting accurately and subsequent preparation of the minutes, anyone who wishes to speak, including Board members, must first be recognized by the Chair, and only one person shall be allowed to speak at a time.

Adopted 03-23-11

2417. SUSPENSION OF BOARD RULES. Any section or sections of Board Rules may be suspended by vote of at least four members of the Board.

Adopted 12-29-70  
Amended 03-23-11

2418. AMENDMENT OR REPEAL OF BOARD RULES. An affirmative vote of at least four members of the Board shall be necessary to amend or repeal Board Rules, and such action shall be taken only if notice of such proposed amendment or repeal has been given at a previous regular Board meeting.

Adopted 12-29-70  
Amended 02-16-83

2418.10 Changes of Division Location or Job Titles. When changes in division, location or job titles occur, reference to former division, location or job classification titles in the Board Rules shall be deemed to include reference to the newly designated titles. All existing Board Rules may be reprinted to indicate the newly designated titles.

Adopted 12-29-70

Amended 02-16-83

2418.11 Minor Corrections to Board Rules. The Office of General Counsel, the location responsible for maintaining and distributing adopted and amended Board Rules, is authorized to make minor corrections to Board Rules adopted or amended by the Board of Trustees, which do not alter the intended meaning of the Board Rule, prior to distribution. "Minor corrections" includes correcting grammatical errors, punctuation errors and errors in numbering sequences. Any corrections made to Board Rules by the Office of General Counsel are subject to review by the Chancellor.

Adopted 08-08-01

2418.12 Regular Rule Review. The Chancellor and his or her designee(s) are responsible for periodic review of Board Rules, Administrative Regulations and procedural guides. The Chancellor shall adopt a regulation specifying a schedule and the appropriate positions for conducting these reviews.

Adopted 02-21-07

2419. SMOKING/NONSMOKING POLICY. The Chancellor shall adopt regulations to control the smoking of tobacco, plant, or processed substance in the District's buildings, offices, and any other enclosed spaces throughout the District.

Adopted 02-02-72

Amended 11-26-85