



BOARD POLICY

No. 205

MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

MEETINGS OF THE BOARD OF TRUSTEES

Regular Meetings of the Board

Regular meetings of the Board shall normally be held on the first Wednesday of the month at the Ukiah Campus, 1000 Hensley Creek Road, Ukiah, California. Annually, one meeting shall be held at the Lake Center and one meeting shall be held at the Willits Center. An annual schedule of meetings shall be developed at the December Organizational meeting and shall be available on the District's website.

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

Conduct of Meetings

Conduct of the meetings shall be by Roberts Rules of Order, Newly Revised for "small body" accommodations and by the Board's adopted list of meeting protocols.

Special and Emergency Meetings

Special meetings may be called from time to time by the President of the Board or by a majority of the members of the Board. Notice of such meetings shall be posted at least 24 hours before the time of the meeting and shall be noticed in accordance with the Brown Act. No business other than that included in the notice may be transacted or discussed.

Emergency meetings may be called by the President 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 disaster, and other activity that severely impairs public health or safety.

Quorum and Voting

A quorum of the Board shall consist of a majority of board members. The Board shall act by majority vote of all of the membership of the Board, except as noted below.

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 an unanimous vote of all members:

- 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.

No action shall be taken by secret ballot.

Agendas

The Board Agenda is a primary tool for carrying on the Board of Trustee's business. The development and preparation of the Agenda is the responsibility of the Superintendent/President in consultation with the Board President. See also Board Policy 204 Organization.

Agendas shall be posted and distributed in accordance with the requirements of the Brown Act.

The order of business may be changed by consent of the Board. The Board may act only on posted agenda items and shall not deliberate on items which are not on the posted agenda.

See Policy 206 regarding public participation in board meetings.

Closed Session shall be held as permitted by law. All matters discussed or disclosed during a lawfully held closed session are confidential. Violations of confidentiality shall be addressed by Policy 302 District Code of Conduct and Policy 208 Board Code of Ethics. Trustees who are absent from Closed Session shall be updated at their request solely by the Superintendent/President.

Minutes

The Superintendent/President as Secretary of the Board shall cause minutes to be taken in open session. The minutes shall contain a record of all actions taken by the Board. The minutes shall records the names of the Board members present including their arrival to and departure from the meeting.

Reference:

Education Code Section 72000(d), 72023.5, 72121, 72121.5, 72122, 72129, 81310 et seq., 81365, 81511, 81432;

Government Code 6250 et seq., 53094, 54950-54963 (The Ralph M. Brown Act)

Code of Civil Procedure Section 1245.240

Adopted: December 19, 1978

Revised: April 7, 1982

September 8, 2010