

**Board of Trustees**

**1 BP 2330 RULES OF ORDER**

**2 References:**

- 3 Education Code, Sections 15266, 72000 subdivision (d)(3), 81310 et seq.,
- 4 81365, 81432, and 81511;
- 5 Government Code, Sections 53094 and 54950 et seq.;
- 6 Code of Civil Procedure, Section 1245.240;
- 7 Robert's Rules of Order

8 The Board of Trustees shall follow parliamentary procedures applicable to small boards  
9 in accordance with Robert's Rules of Order Newly Revised, except where the Board's  
10 own policies or state regulations or statutes provide otherwise.

11 All Board Members will be provided with training and education by professionals with  
12 knowledge and expertise in Robert's Rules of Order and parliamentary procedures.

13 The Clerk of the Board shall serve as the Board Parliamentarian and will ensure that  
14 Board Members follow Robert's Rules of Order during board meetings. If the Clerk of  
15 the Board is absent, the Board Vice President or Board President will serve as the  
16 Board Parliamentarian.

17 A quorum necessary to transact business at any meeting shall consist of at least four  
18 members of the Board.

19 No action shall be taken by secret ballot. The Board will publicly report any action taken  
20 in open session and the vote or abstention of each individual member present.

21 The following actions require a two-thirds majority of all members of the Board of  
22 Trustees:

- 23 • Resolution of intention to sell or lease real property (except where a unanimous  
24 vote is required);
- 25 • Resolution of intention to dedicate or convey an easement;
- 26 • Resolution authorizing and directing the execution and delivery of a deed;
- 27 • Action to declare the District exempt from the approval requirements of a  
28 planning commission or other local land use body;
- 29 • Appropriation of funds from an undistributed reserve;
- 30 • Resolution to condemn real property;
- 31 • Resolution to pursue the authorization and issuance of bonds pursuant to  
32 paragraph (3) of subdivision (b) of Section 1 of Article XIII A of the California  
33 Constitution and subdivision (b) of Section 18 of Article XVI of the California  
34 Constitution.

- 35 1) MAJORITY VOTE – Actions by the Board shall be by four or more votes of the  
36 Board of Trustees.  
37 2) TIE VOTES – A tie vote, such as 3-3, shall be deemed a vote of "no action" and  
38 a condition of "status quo" related to agenda item should exist.  
39 3) ROLL CALL VOTE – The Clerk of the Board or designee will call the names of  
40 Board members in alphabetical order after the Student Trustee's advisory vote  
41 has been recorded.

42 The following actions require a unanimous vote of all members of the Board of  
43 Trustees:

- 44 • Resolution authorizing a sale or lease of District real property to the state, any  
45 county, city, or to any other school or community college district;  
46 • Resolution authorizing lease of District property under a lease for the production  
47 of gas.

48 Office of Primary Responsibility: President/Superintendent

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**Date Adopted:** December 12, 2007  
**Dates Revised:** February 5, 2014; April 29, 2014; November 5, 2015  
**Dates Reviewed:** October 17, 2018; February 16, 2022