

2000.

ADMINISTRATIVE REGULATIONS
ON THE BOARD OF TRUSTEES

2000.1 Organization

- A. Election of Officers: At the first meeting in May of each year the Board of Trustees shall determine the organization of the Board for the succeeding year in accordance with Paragraph B of this section. The officers of the Board shall consist of a President and a Vice President from its members, and a Secretary. The Superintendent of the District serves as Secretary to the Board.
- B. Rotation and Terms of Office: Each Board member shall rotate upward through the three non-officer member positions and the positions of Vice President and President, with each position being held by each Board member for one year. The Board President must have served at least one year as a member of the Board.

If for any reason the President does not complete his or her term as President, the Vice President shall immediately succeed as President for the remainder of that term in addition to the regularly-scheduled term. The other Board members shall similarly move up one position in the rotation with the outgoing President occupying the bottom position in the rotation.

If for any reason the Vice President does not complete his or her term as Vice President, the Board member occupying the top non-officer Board position shall immediately succeed as Vice President for the remainder of that term in addition to the regularly-scheduled term. The other non-officer Board members shall similarly move up one position in the rotation with the outgoing Vice President occupying the bottom position in the rotation.

If, at any time, more than one individual new to the Board becomes a member through election or appointment, their position of rotation is determined alphabetically by the first letter of their last name. Members reelected for an additional term for continuous service maintain their position of rotation on the Board.

The Board may suspend, alter or modify the provisions of paragraphs B.

- C. Student Representative: In accordance with Board policy and regulations, a Long Beach City College student who is currently enrolled and a resident of the Long Beach Community College District shall serve as a member of the Board of Trustees with an advisory vote on the roll call. Except for his or her participation in Closed Session,

the student representative shall have the rights and privileges provided by Section 72023.5 of the Education Code. The Student Trustee shall receive compensation in an amount equal to twenty-five percent (25%) of the compensation of the publicly-elected trustees. The term of the student representative shall be one (1) year commencing on June 1 of each year.

- D. Due to the District's support of shared governance, the Academic Senate President and the Classified Senate President shall be seated at the Board table.
- E. Regular Meetings: Regular meetings of the Board of Trustees shall be held at the Liberal Arts Campus, 4901 East Carson Street, on the second and fourth Tuesday of each calendar month at 5:00 p.m., except the first meeting in September which shall be held the first week in September to hold a public hearing and adopt the annual District budget. If the second or fourth Tuesday falls on a holiday, the meeting may be held on the next business day of the District. The Board may, from time to time, make changes to the schedule upon consensus of the Board. At least two (2) times each year a regular meeting of the Board of Trustees shall be held at the Pacific Coast Campus, 1305 East Pacific Coast Highway. If possible, one Board meeting each year will be held in Avalon, Santa Catalina Island.
- F. Special Meetings: Special meetings shall be held on call by the President of the Board of Trustees or upon request of a majority of the members. The date set for special meetings shall be at least 24 hours subsequent to completion of the call.
- G. Emergency Meetings: Emergency meetings shall be called in accordance with the provisions of the Brown Act. In the event of an emergency situation involving matters which require prompt action, the Board may hold an emergency meeting without complying with the 24-hour notice requirement. "Emergency situation" is defined as follows:
 - 1. Work stoppage or other activity which severely impairs public health, safety, or both, as determined by a majority of the members of the Board.
 - 2. Crippling disaster which severely impairs public health, safety, or both, as determined by a majority of the members of the Board.

The Board shall not meet in Closed Session during a meeting so called and all special meeting requirements shall apply with the exception of the 24-hour notice. Minutes of such a meeting, a list of persons who the Board President or Superintendent-President contacted or attempted to notify, a copy of the roll call vote, and any actions taken at the meeting

shall be posted for ten (10) days in a public place as soon after the meeting as possible.

2000.2 Closed Sessions:

- A. Except as otherwise provided by law, the Board shall not meet in Closed Session.
- B. All matters discussed in Closed Session shall be kept confidential unless a majority of the Board membership agrees not to hold such matters confidential. A violation of the confidentiality of any Closed Session by a Board member shall be considered a violation of this regulation.

2000.3 Transaction of Business:

- A. Quorum: A quorum shall consist of three members in order to transact business. The Board shall act by majority vote of all of the membership constituting the governing board, except where another provision of law requires a two-thirds or unanimous vote of the membership.
- B. Agenda: The order of business, unless altered by consent of the Board, shall be the following:

Call to Order - Announce Closed Session Items
Report on Closed Session Items
Pledge of Allegiance
Welcome and Introductions
Approval of Minutes
Ordering of the Agenda
Report of Board of Trustees
Student Trustee
Public Comments on Agenda Items
Consent Agenda
 Reports of Board Liaisons:
 Human Resources
 Finance and Purchasing
 Facilities
 Academic, Student and Administrative Services
Academic Senate President (Title 5, Section 53203)
Staff Reports (The following individuals may make reports, as determined by the Superintendent-President:)
 Administrative Dean, Human Resources
 Superintendent-President
 Vice President, Academic Affairs
 Vice President, Student Services
 Vice President, Administrative Services
 Vice President, Planning and Governmental Relations

Administrative Dean, Pacific Coast Campus
Academic Senate President
Classified Senate President

Trustees Communications
New Business
Future Reports
Public Comments on Non-Agenda Items
Adjournment

- C. Establishing the Agenda: Members of the Board may place items on the agenda which relate directly to District business by submitting them to the President of the Board and/or to the Superintendent-President five (5) calendar days prior to the regular meeting. Items received less than five (5) calendar days prior to a regular meeting of the Board or during the call for New Business shall be heard at the next regular meeting of the Board.
- D. Individual Board Member Requests for Staff Reports and/or Data Research: Recognizing the time and expense expended by staff in preparing reports and/or researching data:
1. Any Board member desiring staff reports and/or data research shall request placement of the item on a future agenda under "New Business" for Board consideration. Either a Board majority or a consensus of the Board is necessary to give direction to the Superintendent-President to prepare such a staff report and/or data research.
 2. All reports and/or data research requested by an individual Board member shall be prepared as a result of a board majority vote or consensus.
- E. Public Notice-Regular Meeting: A complete board packet (agenda and detail) shall be placed in the libraries of the Liberal Arts Campus and the Pacific Coast Campus of Long Beach City College at least 72 hours before a regularly-scheduled meeting. The agenda shall be posted in the mail rooms of both campuses at this time or in a location freely accessible to members of the public. Board packets shall be forwarded in advance to employee group representatives.
- F. Public Notice-Special Meeting: A written notice of a special meeting of the Board of Trustees shall be posted at least 24 hours prior to the time of the meeting specified in the notice in a location that is accessible to members of the public. The notice shall specify the time and place of the special meeting and the business to be transacted. No other business shall be considered at this meeting. The written notice must be received 24 hours before the time of the meeting specified in the notice by each member of the Board and each local newspaper of

general circulation, radio or television station requesting notice in writing. The written notice and Board packet shall be forwarded in advance to the representatives of employee groups.

- G. Roll Call: The ayes and nays shall be taken on roll call and recorded when requested by any member. The vote of each member shall be recorded on all questions involving elections, appointments, and the expenditure of money. The Student Trustee's advisory vote may be recorded, but will not be counted.
- H. Minutes of Meetings: A record of all transactions of the Board of Trustees shall be set forth in full in the minutes of the Board. These minutes shall be kept on file as a permanent, official record of the District, and shall be open to inspection by the public.
- I. Public Comments on Agenda Items: Individuals wishing to address the Board concerning an agenda item may do so by submitting the appropriate form to the Board Secretary. These forms will be available prior to the meeting and shall be submitted before the meeting begins. A five (5) minute time limit will be allotted to each speaker, with a maximum of twenty (20) minutes to each subject, unless extended by the Board President.
- J. Public Comments on Non-Agenda Items: Individuals wishing to address the Board on matters of general district business may do so by submitting the appropriate form to the Board Secretary. These forms will be available prior to the meeting and shall be submitted before the meeting begins. A total of five (5) minutes will be allotted to each subject, unless extended by the Board President.

2000.4 Powers and Duties of the Board of Trustees:

- A. President: The President of the Board of Trustees shall preside at all meetings of the Board, and, at the annual reorganization meeting of the Board, shall appoint the following Board liaisons:

Human Resources
Academic Affairs
Administrative Services and liaison to the Budget Advisory Committee
Pacific Coast Campus
Student Services and Planning and Governmental Relations and liaison
to the Legislative Advocacy Committee

The President shall appoint any ad hoc committees as are deemed necessary. The President shall be an ex-officio member of all such committees. Should the committees meet with a majority of Board members present, the meeting will be appropriately noticed.

Each Board liaison shall be responsible for maintaining regular contact with appropriate management staff and for serving as a resource to the Board in his/her designated area(s).

- B. Vice President: The Vice President shall serve in the absence of the President and shall exercise all the powers and bear all the responsibilities of that office. The Vice President shall act as the Board of Trustees' liaison to the Executive Committee of the Long Beach City College Foundation and attend the meetings of that Executive Committee.
- C. Secretary: The Secretary shall keep a full and accurate record of the proceedings of the Board of Trustees; shall send out notices and agendas for Board meetings; shall be responsible to the Board for all matters pertaining to the care of the Board's records and documents; shall call the Board meeting to order in the absence of the President and Vice President of the Board and conduct the election of a chair pro tem and shall have such other duties as the Board may decide.
- D. Evaluations and Goals:

In June of each year, the Superintendent-President shall send to each Board Member a Board of Trustees' Self-Evaluation form covering the current fiscal year, along with a self-addressed stamped envelope to be returned to the Board Secretary. The Board Secretary shall compile a summary sheet of responses and comments and a Study Session shall be held during a Board meeting in July of each year to discuss the results of the responses. Also at the Study Session to be held in July of each year the Board goals should be reviewed and revised for the coming fiscal year.

2000.5 Allowance for Communication Devices:

Effective May 2000, any Board member not using a District-owned computer may receive a monthly allowance not to exceed \$30 per month toward the cost and expense of maintaining any and all communication devices used primarily for communication with the District. Board members shall be entitled to said allowance on a quarterly basis and shall receive it at the end of each quarter of the fiscal year.

Because of the expense involved, the Board of Trustees does not have a budget for, nor does it intend to purchase, any new or replacement computers for use by Board members.