I.6 Rules of Order

Quorum and Vote

A majority of the members of the Board (six out of ten) shall constitute a quorum. Video conferencing shall constitute a presence. All matters properly arising before a meeting at which a quorum is present shall be decided by vote of a majority of the members, unless a greater vote is required by the By-Laws or by or pursuant to law.

Procedure at Meetings

A. The Chair or, in his/her absence, the Vice Chair, shall preside and decide all questions of order. In case both the Chair and the Vice Chair are absent, the Board shall elect a chairman pro tempore.

B. An agenda of items of business to come before the meeting shall be prepared and submitted by the President and the Chair of the Board. Items not on this agenda may be considered at any meeting upon the consent of a majority of the members provided, in the case of a special meeting, matters not stated in the notice of the meeting may be considered only upon consent of all members of the Board present.

C. Recommendation for employment by the College of any official, or other full-time, non-classified professional staff, and recommendation for approval of any matter of educational policy shall be submitted to the Board for approval or placed on a regular or special meeting agenda for action by the Board only when a prior report in writing (including electronic forms) of the proposed action has been circulated to all members of the Board. This rule may be waived only by the consent of the Board, and at the meeting when any such proposed action is contemplated.

D. The order of business at each meeting, subject to the foregoing requirements respecting special meetings, shall be as follows:

1) Call to Order
2) Chair's Report
3) Treasurer's Report
4) Committee Reports
5) Student Trustee's Report
6) President's Report
7) Consent Agenda
    a. Approval of Minutes
    b. Approval of Treasurer's Report
    c. Appointments
8) Continuing Business (if needed)
9) New Business
10) Program Update

11) Discussion Items
12) Adjournment

E. Recognition

No person other than a member of the Board of Trustees, the President of the College or other staff member of the College designated by the President, or Board Chair, shall be recognized to speak at any meeting of the Board of Trustees except upon the consent of the majority of the Board present. Citizens may register in advance of the meeting to present views on any agenda item at the time the item is considered by the Board. REFER TO: PROCEDURES OPEN FORUM.

F. Motions,

No motion shall be subject to debate until it has been seconded and stated by the Chair. It shall be reduced to writing at the request of any member of the Board of Trustees. When a motion has been made and seconded, the same may be withdrawn by the movant at any time before vote has been taken on the same.

G. Privileged Motions

When a question is before the Board, no motion shall be received except (1) to adjourn, (2) to lay on the table, (3) to close a debate, (4) to refer, (5) to postpone indefinitely, (6) to postpone to a certain time, or (7) to adopt a substitute or to amend, and these motions shall take precedence in the order above named: the first, second and third shall be decided without debate, and the third may be adopted only by a two-thirds vote of the members present and voting.

H. Debate Closed

Whenever the motion to close debate prevails, the movant of the proposition or, in the case of a report, the author thereof shall have the privilege of addressing the Board; and after his/her remarks, no more debate shall be in order.

I. Motion to Table

The laying of a motion on the table shall be construed as affecting only such motion and not any other motion to which it may be subsidiary.

J. Appeal of Rulings

The Chair shall decide all questions of order, subject to an appeal to the Board by any member. In case of such appeal, the question shall be: "shall the decision of the Chair be sustained", and, until it is decided, all debate upon the pending questions shall be suspended, but decisions of the Chair may be debated when they refer to the interpretation of the rules or a point of parliamentary law. Upon a tie vote, the Chair shall stand sustained.

K. Order of Voting

When the Board has decided to close debate, the vote shall be taken first on any amendments that may be pending and finally on the main question.

L. Voting by Member - Reconsideration

No member of the Board may vote by proxy. The reconsideration of a vote may be moved only by a member who voted with the majority and only at the same meeting at which the vote was taken. If the motion to reconsider prevails, the matter under consideration shall be decided at that or the next regular session, and the matter as thus finally decided shall not be revived within a period of three months, unless by consent of a two-thirds majority of the Board.

M. Recording the Vote

Actions taken by the Board shall be decided upon by a majority of the members (that is, six out of ten must concur) or such other greater vote of the Board as may be required by law. The yeas and nays shall be called and entered on the record on all questions requiring for decision a vote greater than a majority or the members present, and on all other questions whenever demanded by a member of the Board; and every member shall have the privilege of having his/her vote and reasons therefore recorded on any and every question, if he so requests.

N. Late Vote

No member shall be allowed to give or change his/her vote on any question after the result has been announced by the Chair, unless by unanimous consent of the members of the Board.

O. Conduct of Debate

When a member is about to speak on any question, he/she shall address him/herself to the Chair, be recognized, confine him/herself strictly to the point in debate and avoid personalities. No member shall speak more than five minutes at any one time on any motion under discussion, nor more than once until all other members choosing to speak shall have spoken, nor more than twice to the same question without consent of the Board, nor more than three minutes while explaining his/her vote. Members shall not be interrupted while speaking, unless by call to order. If a member is called to order, he/she shall cease speaking until the point is decided by the Chair.

P. Leaving Meeting

No member shall leave a meeting of the Board of Trustees before the adjournment thereof without permission of the Board Chair.

(Revised: October 17, 2011)