

## Conduct of Board Meetings

### Board Agenda

Staff will make every effort to deliver the proposed agenda, and all available, pertinent materials, for each regular Public Meeting of the Board to each Trustee by regular mail, electronic mail, or otherwise, not less than seven days before any regularly scheduled meeting. Each item on the agenda must be approved by either the Chair or the President before being placed on the agenda. Except in unusual circumstances, staff must submit proposed agenda items, including consent agenda items, and pertinent materials to be included with the agenda, to the Secretary of the Board at least fourteen days prior to a Board meeting.

### Order of Regular Meetings

The following shall be the order of business at each regular Public Meeting of the Board:

1. Call to Order/Roll/Declaration of a Quorum
2. Opening Comments and Reports
3. Consent Agenda (including approval of minutes)
4. Reports of Standing Committees of the Board
5. Reports of Special Committees of the Board
6. Action Items
7. Discussion Items
8. Public Comment
9. Adjournment

The order of business of the Board may be changed or suspended at any Public Meeting by the Chair or by a majority of the voting trustees present. An item may be moved from the consent agenda to the regular agenda by request of any trustee.

### Procedure for Appearing Before the Board

Individuals who wish to provide public comment must sign up with the Secretary of the Board in advance of the public comment section of a meeting, stating their name, affiliation, and the topic to be discussed. A sign-up sheet will be available at each meeting. Unless otherwise indicated on the agenda or by the Chair, each public comment period will be for up to 30 minutes with a five minute limit per speaker.

The Chair is authorized to control meetings of the Board, to enforce requirements of order and decorum, and to limit comments that are duplicative, disruptive, or irrelevant.

### **Document History:**

- Adopted by the Board of Trustees March 13, 2014