

## Board Operations

The Board will operate in a consistent manner, following the policies detailed here, and unless otherwise noted, adhere to these operational proceedings:

### 1. Meetings

- A. Regular - The Board will normally meet on the fourth Tuesday of each month in the Governing Board Room of the District Support Services Center to take action on such items as human resources and administration, academic affairs, student development and community affairs and information technology services. Meetings may be held at sites throughout the District. The times for each meeting will be posted at least 24 hours prior to the meeting date.
- B. Special Meetings - Special meetings may be called on a needs basis by the President of the Board.
- C. Strategic Conversations, Work Sessions and Community Forums - The Board will participate in meetings that are designed to discuss specific issues or topics and to gather community input regarding the Maricopa County Community College District. Opportunities will be presented either as Strategic Conversations, Work Sessions or Community Forums and will be held on a date established by the Board. Such meetings will either be held at the District Office or at community sites within the District. The time and location for such meetings will be posted at least 24 hours prior to the established date.
- D. Executive Sessions – In compliance with A.R.S Section 38-431.03, meetings may be called in order for the board to discuss its position and instruct its attorney regarding matters of pending or contemplated litigation.

### 2. Organization of the Board

The annual organizational meeting will be held at the first meeting in January, where the Board will elect a President and Secretary. Nominations will be made for each office and decided or filled by a majority vote of the members. The Secretary will fulfill the duties of the chair in the absence of the President.

### 3. Agenda

The agenda and meeting materials shall be prepared by the Assistant to the Governing Board, reviewed by the Chancellor and delivered to the Board Members approximately four days prior to the regular meeting date.

### 4. Rules of Action

#### A. Quorum

- i. A minimum of three members shall constitute a quorum and shall be necessary to conduct business.
- ii. Approval of an action item requires affirmative votes from the majority of the quorum.

#### B. Consideration of Policy Matters

The Board will consider proposed new or revised policy twice, first as an informational item; then as a recommendation for approval. Upon a majority vote, the policy will be incorporated into the Board's policies.

C. Use of a Consent Agenda

- i. All items presented to the Board will be placed on a Consent Agenda, except policy considerations or annual budget approval.
- ii. Any item may be removed from the Consent Agenda by a Board Member, administrator or member of the audience.

D. Rules of Order

The board will establish its own rules of order, subject to the following:

- i. Abstention by one or more members shall constitute action, with the abstention to be stated by the Board Member(s).
- ii. The Consent Agenda shall be placed before the entire Board through a motion made by one of the Board Members. A second to the motion shall ~~not~~ be **REQUIRED needed**.
- iii. Other items on the meeting agenda that require action shall be placed before the entire board through a motion made by one of the Board Members. A second to the motion shall ~~not~~ be **REQUIRED needed**.
- iv. Appropriate discussion of the item shall be determined by the Board President who shall call for the vote. **ALL DISCUSSION BY BOARD MEMBERS SHALL BE ALLOWED ON ANY ITEM. HOWEVER, UPON A CALL FOR THE QUESTION, DISCUSSION SHALL CEASE UPON A MOTION APPROVED BY NO FEWER THAN FOUR BOARD MEMBERS.**
- v. Any motion may be amended, tabled, etc. **A BOARD MEMBER MAY MOVE TO AMEND A PENDING MOTION. A MOTION TO AMEND MAY SEEK TO ADD OR STRIKE WORDS OF THE PENDING MOTION, OR SUBSTITUTE A DIFFERENT MOTION ON THE SAME SUBJECT FOR THE ONE BEFORE THE BOARD. WHEN A MOTION TO AMEND HAS BEEN MOVED AND SECONDED, THE BOARD PRESIDENT SHALL RE-STATE THE MOTION IN ORDER THAT THE MEMBERS OF THE BOARD MAY KNOW WHAT IS BEFORE THEM. DISCUSSION ON A MOTION SHALL BE CONFINED TO THE MERITS OF THE PROPOSED AMENDMENT.**

5. Public Attendance and Discussion

A. Citizens Interim - The Board will set aside a portion of each agenda to hear from citizens regarding items of general concern.

- i. The Board President will, at his/her discretion call on each speaker permitting up to 5 minutes for the speaker's remarks.
- ii. The total number of speakers addressing a particular subject will be limited to no more than 9.
- iii. The Board President, may waive the limitations provided in items Ai and Aii.

B. Action or Informational Agenda Items

- i. The Board President may, at his/her discretion recognize a member of the audience to question or speak on a specific item on the agenda.
  - ii. The provisions set forth in paragraphs Ai-iii shall apply.
- C. Presenting concerns to the Board and the free expression of ideas should be communicated with decorum and respect. Uncivil or disorderly conduct is not permitted. The use of derisive or insulting epithets, or the direction of remarks that defame, attack or harass an individual may serve as cause for the Board's President to direct that the speaker immediately conclude his or her remarks.