

1.0 Agenda

- 1.1 The agenda of the meetings shall be prepared and presented by the Chancellor of the Los Rios Community College District. In matters of importance to the District, the Chancellor may consult with the President of the Los Rios Community College District Board of Trustees regarding the inclusion of an item on the agenda.

2.0 Normal Order of Business

- 2.1 The Board of Trustees shall establish a normal order of business.

3.0 Quorum

- 3.1 Four (4) members shall constitute a quorum for the transaction of business. The Board of Trustees shall act by a majority vote of all members present. (Ed. Code, § 72000)

4.0 Conduct of Meeting

- 4.1 Board of Trustees meetings shall be conducted in accordance with the Brown Act (Gov't. Code, § 54950 et seq.) Unless otherwise provided in District Policy, the Board of Trustees shall conduct all its meetings in accordance with Roberts Rules of Order, Revised.
- 4.2 In order for motions to be considered, a second to the motion is required.

5.0 Public Information (Ed. Code, § 72121)

- 5.1 Meeting agendas shall be posted at the District offices and sent to news media and to the Presidents of the Colleges and leaders of constituent groups.
- 5.2 Meeting agendas shall be mailed to interested parties who request this information in writing and supply self-addressed, stamped envelopes for this purpose. (See also District Policy [P-3211](#), Section 6.0)
- 5.3 Members of the public shall be permitted to inspect detailed agendas and reports, when completed, in advance of meetings, at the District Office.

6.0 Smoking

- 6.1 Smoking, vaping and the use of tobacco is prohibited on all District/College property. Smoking is defined as inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, pipe, or any other lighted or heated tobacco or other product intended for inhalation, in any matter or in any form. Smoking also includes the use of e-cigarettes. An e-cigarette is any oral device that provides a vapor of nicotine or any other substance for inhalation. E-cigarettes do not include products approved by the United States Department of Food and Drug Administration for

medical treatment.

LRCCD

Policy Adopted: 11/18/64

Policy Revised: 3/24/65; 10/15/69; 10/3/73; 7/11/73; 9/14/77; 1/14/81; 6/10/81; 2/17/82;
4/17/91; 10/21/92; 6/4/97; 12/15/10; 6/10/15; 12/14/16

Policy Reviewed: 12/14/16

Adm. Regulation: None