The College President's administrative organization shall be the established authority on campus. Staff members should report to the designated administrator on specific problems. The College President is the final authority at the College level.

2A2A When a change in organizational structure is being considered at a College, discussions shall be held with Academic Senate and classified representatives. *(Added June 10, 1999)*

2A2B When a change in organizational structure is being considered at the District Office, discussions shall be held with representatives of the Academic Senates and classified representatives. *(Added June 10, 1999)*

2B Organization of the Board of Trustees

2B1 Composition--The Board of Trustees is composed of seven (7) members representing the District on the basis of trustee areas as follows. See Appendix 2B1(a) of this Manual for a map of the Kern Community College District trustee areas. Appendix 2B1(b) of this Manual includes a listing of the members of the Board of Trustees and term expiration date by trustee areas.

<table>
<thead>
<tr>
<th>Trustee Area</th>
<th>Number of Members</th>
</tr>
</thead>
<tbody>
<tr>
<td>#1</td>
<td>Two (2) Board members</td>
</tr>
<tr>
<td>#2</td>
<td>One (1) Board member</td>
</tr>
<tr>
<td>#3</td>
<td>Two (2) Board members</td>
</tr>
<tr>
<td>#4</td>
<td>One (1) Board member</td>
</tr>
<tr>
<td>#5</td>
<td>One (1) Board member</td>
</tr>
</tbody>
</table>

2B1A In accordance with Education Code Section 72023.5 one (1) student shall be a non-voting member of the Board of Trustees. Upon request, the student member's advisory position on measures before the Board shall be noted in the official minutes of the meeting. The procedures for selection are prescribed by the governing board and are outlined in Procedure 2B1A of this Manual. *(Revised January 19, 1995)*

2B1A1 The student member shall serve for a one-year (1-year) term as provided by law. A student member may be afforded the opportunity to attend closed sessions at the invitation of the Board of Trustees except for matters dealing with personnel and collective bargaining.
2B1A2  Student members are entitled to the same travel allowance as voting members and shall be compensated for attendance at Board meetings at the same rate as regular members.

2B1A3  In accordance with Education Code Section 72023.7(c), the Board shall, by May 15 of each year, review and adopt rules and regulations implementing this section.

2B2  Election of Members of the Board of Trustees--A candidate must be an elector residing in and registered to vote in the area to be represented. Members of the Board of Trustees shall be elected by the electors of the area in which the member(s) resides.

2B2A  A statement filed by a candidate for inclusion in the sample ballot for distribution to the voters shall be limited to two hundred (200) words. A charge for such statement shall be levied against the candidate by the County Clerk.

2B2B  If a tie vote occurs, the candidates who have received the tie votes shall be notified to appear before the Board either personally or by a representative at a designated time and place. The Board of Trustees shall at that time and place determine the winner or winners by lot.

2B3  Election of Officers--The Board of Trustees, at its annual organization meeting on a day within the period December 1 to December 31, inclusive, shall organize by electing from among its members a President, Vice President, and Clerk. Said officers shall hold office for one (1) year, or until their successors shall have been elected and qualified. Newly elected members shall be seated on the Board at a scheduled meeting after the election is certified. (Revised July 1, 1999)

2B4  Secretary to the Board--The Chancellor shall serve as Secretary to the Board of Trustees.

2B5  Duties of Officers--It shall be the duty of the President of the Board to preside at all meetings of the Board, to enforce the usual parliamentary rules and to appoint all special committees not otherwise provided for. The President shall sign all papers and documents as required by law or as authorized by action of the Board. The President shall be authorized and it shall be his/her duty to call special meetings of the Board as provided by the California Education Code. In the absence of the President, these duties shall be performed by the Vice President. (Revised July 1, 1999)
The Clerk shall sign all papers and documents as required by law or as authorized by action of the Board.

2B6  Committees—The Board shall not appoint standing committees, but shall act as a committee of the whole in all matters. The President of the Board shall appoint such ad hoc committees as are deemed necessary from time to time. Such committees shall not have executive power but shall serve in an investigative and advisory capacity only, reporting all findings and recommendations to the Board for action.

2C  Meetings (Revised August 3, 2006)

2C1  Schedule—Unless there is Board action to the contrary, regular meetings of the Board of Trustees shall be held twice each month. Dates, time and place shall be determined at the annual organization meeting. Special meetings may be called as provided by law. See Appendix 2C1 of this Manual for a schedule of meetings of the Board of Trustees.

2C2  Quorum and Rules of Proceedings—A majority of all the members shall constitute a quorum for the transaction of business. If less than a majority is in attendance at any regular meeting they shall have the power to adjourn. The Board may determine the rules of its proceedings; the ayes and noes shall be taken and recorded upon the call of any member. Any matter of procedure not governed by law or covered by this section shall be governed by Roberts Rules of Order.

2C3  Agendas—An agenda shall be posted adjacent to the place of meeting at least seventy-two (72) hours prior to the meeting time for regular meetings. The agenda shall include a brief description of each item of business to be transacted or discussed at the meeting. Upon request, the agenda shall be provided in appropriate alternative formats so as to be accessible to persons with a disability.

No business may be acted on or discussed which is not on the agenda, except when one (1) or more of the following apply:

2C3A  A majority decides there is an "emergency situation" as defined for emergency meetings.

2C3B  Two-thirds (2/3) of the members [or all members if less than two-thirds (2/3) are present] determine there is a need for immediate action and the need to take action came to the attention of the Board subsequent to the agenda being posted.

2C3C  An item appeared on the Board of Trustees agenda and was continued from a meeting held not more than five (5) days earlier.

2C4  Order of Business—The order of business at all regular meetings shall be
as follows: (1) Preliminary and Communications, (2) Hearing of Citizens, (3) Work Study Session, (4) Business Services, (5) Educational Services, (6) Human Resources, (7) Reports, and (8) Adjournment. Closed Sessions may be called in accordance with the provisions of the California Education Code. The order of business may be changed by consent of the Board.

2C5  Securing Board Action— The Board shall provide opportunities for members of the general public to participate in the business of the Board. Procedures and forms for securing Board action are included in Procedure 2C5 of this Manual.

2C5A  Members of the public may bring matters directly related to the business of the District to the attention of the Board in one-of-two ways:

2C5A1  There will be a time at each regularly scheduled Board meeting for the general public to discuss items not on the agenda.

Members wishing to present such items shall submit a written request at the beginning of the meeting to the President of the Board that summarizes the item and provides his or her name and organizational affiliation, if any. No action may be taken by the Board on such items.

2C5A2  Members of the public may place items that are within the jurisdiction of the Board on the prepared agenda in accordance with Policy 2C5.

A written summary of the item must be submitted to the Chancellor at least fourteen (14) days prior to the Board meeting. The summary must be typed and signed by the initiator, contain his or her residence or business address, and organizational affiliation, if any.

2C5A3  Non-scheduled substitutes may not speak in place of scheduled speakers unless alternates have been submitted on the original request.
2C5B Employees who are members of a bargaining unit represented by an exclusive bargaining agent may address the Board under this policy, but may not attempt to negotiate terms and conditions of their employment. This policy does not prohibit any employee from addressing a collective bargaining proposal pursuant to the public notice requirements of Government Code Section 3547 and the policies of this Board implementing that section.

2C5C The Board may direct the Chancellor to refer the matter to staff for response.

2C5D The Chancellor may make a recommendation to the Board, as appropriate.

2C6 Speakers

2C6A Persons may speak to the Board either on an agenda item or on other matters of interest to the public that are within the subject matter jurisdiction of the Board.

2C6B Oral presentations relating to a matter on the agenda, including those on the consent agenda, shall be heard before a vote is called on the item.

2C6C Persons wishing to speak to matters not on the agenda shall do so at the time designed at the meeting for public comment.

2C6D Those wishing to speak to the Board are subject to the following:

2C6D1 A speaker shall complete a written request to address the Board at the beginning of the meeting at which they wish to speak.

2C6D2 The request shall include the person’s name and name of the organization or group represented, if any, and a statement noting the agenda item or topic to be addressed.

2C6D3 No member of the public may speak without being recognized by the President of the Board.
2C6D4 Each speaker will be allowed a maximum of five (5) minutes per topic. Twenty minutes shall be the maximum time allotment for public speakers on any one (1) subject regardless of the number of speakers at any one (1) Board meeting. At the discretion of a majority of the Board, these times limits may be extended.

2C6D5 Each speaker coming before the Board is limited to one (1) presentation per specific agenda item before the Board, and to one (1) presentation per meeting on non-agenda matters.

2C6D6 The President of the Board may rule members of the public out of order if their remarks do not pertain to matters that are within the subject matter jurisdiction of the Board or if their remarks are unduly repetitive.

2C6E Members of the public also may submit written communications to the Board on items on the agenda and/or speak to agenda items at the Board meeting. Written communications regarding items on the Board’s agenda should reach the office of the Chancellor not later than three (3) working days prior to the meeting at which the matter concerned is to be before the Board. All such written communications shall be dated and signed by the author, and shall contain the residence or business address of the author and the author’s organizational affiliation, if any.

2C6F Claims for damages are not considered communications to the Board under this rule, but shall be submitted to the District.

2C6G In the event that any meeting is willfully interrupted by a group or groups of persons so as to render the orderly conduct of such meetings unfeasible and order cannot be restored by the removal of individuals who are willfully interrupting the meeting, the Board may order the meeting room cleared and continue in session.

2C6G1 Only matters appearing on the agenda may be considered in such a session.

2C6G2 Duly accredited representatives of the press or other news media, except those participating in the disturbance, shall be allowed to attend any session held pursuant to this section.

2C6G3 At the discretion of the Board, an individual or individuals not responsible for willfully disturbing the orderly conduct of the meeting shall be readmitted.
2C7 Minutes of Meetings—The Secretary to the Board shall keep minutes of all Board meetings and shall maintain a journal of its proceedings by recording every official action taken.

2C7A The names of Board members who make and second motions shall be recorded.

2C7B Minutes shall be written in unadopted form, duplicated and mailed to Board members before the next meeting.

2C7C Minutes shall be copied in the official minutes book only after they have been approved as written or as corrected.

2C7D The minutes shall be indexed to facilitate finding actions that have been taken at previous meetings.

2C7E Each action shall have headings for quick reference.

2C8 Public Access to Materials to be Discussed at Public Board Meeting (Government Code Section 54957.5) —The Board of Trustees shall provide, upon request, agendas of public meetings and copies of public records to be discussed at public meetings to members of the general public including representatives of newspapers, television and radio. Procedures governing public requests for copies of written material discussed at Board meetings are outlined in Procedure 2C8 of this Manual.

2C8A If requested, writings that are public records shall be made available in appropriate alternative formats so as to be accessible to persons with a disability.

2D Board Meetings, Employee Representatives, Personnel Negotiations, Public Notice

2D1 Procedures for Public Notice and Negotiations

2D1A The Board of Trustees shall adhere to the requirement of Public Notice as set forth in Article 8, Section 3547, of Chapter 10.7 of the Government Code.