

**POLICY # 4230** Rules of Order for Conduct of Board and Committee Meetings**EFFECTIVE DATE** 1/22/2026**VERSION # 1****APPLIES TO**

Division	Districtwide
Sub-Division	Administration

VERSION	REVISION DATE	DESCRIPTION OF CHANGE/SUPERSEDE	AUTHOR
1	1/16/2026	New Policy	Administrative Director

PROCEDUREGeneral

Action items shall be brought before and considered by the Board by motion in accordance with this policy. These rules of order are intended to be informal and applied flexibly. The Board prefers a flexible form of meeting and, therefore, does not conduct its meetings under formalized rules - Robert's Rules of Order.

If a Director believes order is not being maintained or procedures are not adequate, then they should raise a point of order - not requiring a second - to the Chair. If the ruling of the Chair is not satisfactory to the Director, then it may be appealed to the Board. A majority of the Board will govern and determine the point of order.

Obtaining the Floor

Any Director desiring to speak should address the Chair and, upon recognition by the Chair, may address the subject under discussion.

Motions

Any Director, including the Chair, may make or second a motion. A motion shall be brought and considered as follows:

- a) A Director makes a motion; another Director seconds the motion; and the Chair states the motion.
- b) Once the motion has been stated by the Chair, it is open to discussion and debate. After the matter has been fully debated, and after the public in attendance has had an opportunity to comment, the Chair will call for the vote.
- c) If the public in attendance has had an opportunity to comment on the proposed action, any Director may move to immediately bring the question being debated to a vote, suspending any further debate. The motion must be made, seconded, and approved by a majority vote of the Board.

Secondary Motions

Ordinarily, only one motion can be considered at a time and a motion must be disposed of before any other motions or business are considered. There are a few exceptions to this general rule, though, where a secondary motion concerning the main motion may be made and considered before voting on the main motion.

- a) *Motion to Amend:* A main motion may be amended before it is voted on, either by the consent of the Directors who moved and seconded, or by a new motion and second.
- b) *Motion to Table:* A main motion may be indefinitely tabled before it is voted on by motion made to table, which is then seconded and approved by a majority vote of the Board.
- c) *Motion to Postpone:* A main motion may be postponed to a certain time by a motion to postpone, which is then seconded and approved by a majority vote of the Board.
- d) *Motion to Refer to Committee:* A main motion may be referred to a Board committee for further study and recommendation by a motion to refer to committee, which is then seconded and approved by a majority vote of the Board.
- e) *Motion to Close Debate and Vote Immediately:* As provided above, any Director may move to close debate and immediately vote on a main motion.
- f) *Motion to Adjourn:* A meeting may be adjourned by motion made, seconded, and approved by a majority vote of the Board before voting on a main motion.

Decorum

The Chair shall take whatever actions are necessary and appropriate to pre-serve order and decorum during Board meetings, including public hearings, and in accordance with Policy Number 4210. The Chair may also declare a short recess during any meeting.

In some circumstances, an advance restrictive order may be obtained in order to place limitations on an individual's attendance at public meetings when there is a credible threat of violence from that person.

Authority: General Manager; Board of Directors; Code of Civil Procedure § 1094.6

Approved by the Board of Directors on January 22, 2026