

## THE CHIEF PURPOSES OF MOTIONS

PURPOSE	MOTION
<b>Present an idea for consideration and action</b>	Main motion Resolution Consider informally
<b>Improve a pending motion</b>	Amend Division of question
<b>Regulate or cut off debate</b>	Limit or extend debate Close debate
<b>Delay a decision</b>	Refer to committee Postpone to a certain time Postpone temporarily Recess Adjourn
<b>Suppress a proposal</b>	Table Withdraw a motion
<b>Meet an emergency</b>	Question of privilege Suspend rules
<b>Gain information on a pending motion</b>	Parliamentary inquiry Request for information Request to ask member a question Question of privilege
<b>Question the decision of the presiding officer</b>	Point of order Appeal from decision of chair
<b>Enforce rights and privileges</b>	Division of assembly Division of question Parliamentary inquiry Point of order Appeal from decision of chair
<b>Consider a question again</b>	Resume consideration Reconsider Rescind Renew a motion Amend a previous action Ratify
<b>Change an action already taken</b>	Reconsider Rescind Amend a previous action
<b>Terminate a meeting</b>	Adjourn Recess

Standard Code of Parliamentary Procedure  
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PRINCIPAL RULES GOVERNING MOTIONS

<i>Order of preference</i>	<i>Can interrupt?</i>	<i>Requires second?</i>	<i>Debatable?</i>	<i>Amendable?</i>	<i>Vote required?</i>	<i>Applies to what other motions?</i>	<i>Can have what effect motions applied to it?</i>
<b>PRIVILEGED MOTIONS</b>							
1. Adjourn	No	Yes	Yes <sup>1</sup>	Yes <sup>2</sup>	Majority	None	Amended
2. Recess	No	Yes	Yes <sup>1</sup>	Yes <sup>2</sup>	Majority	None	Amended
3. Question of privilege	Yes	No	No	No	None	None	None
<b>SUBSIDIARY MOTIONS</b>							
4. Postpone temporarily (Table)	No	Yes	No	No	Majority <sup>3</sup>	Main motion	None
5. Close debate	No	Yes	No	No	2/3	Debatable motions	None
6. Limit debate	No	Yes	Yes <sup>1</sup>	Yes <sup>1</sup>	2/3	Debatable motions	Amended <sup>1</sup>
7. Postpone to a certain time	No	Yes	Yes <sup>1</sup>	Yes <sup>1</sup>	Majority	Main motion	Amended <sup>1</sup> , close debate, limit debate
8. Refer to committee	No	Yes	Yes <sup>1</sup>	Yes <sup>1</sup>	Majority	Main motion	Amended <sup>1</sup> , close debate, limit debate
9. Amend	No	Yes	Yes	Yes	Majority	Reversible motions	Close debate, limit debate, amend

<b>MAIN MOTIONS</b>							
10. a. The main motion	No	Yes	Yes	Yes	Majority	None	Resorative, subsidiary
b. Rationative main motions	No	Yes	Yes	Yes	Majority	Main motion	Substitutive, restorative
Amend a previous action	No	Yes	Yes	Yes	Majority	Previous action	Substitutive
Clarify	No	Yes	Yes	Yes	Majority	Main motion	Change debate, limit debate
Reconsider	Yes	Yes	Yes	No	Majority	Main motion	Change debate, limit debate
Rescind	No	Yes	Yes	No	Majority	Main motion	None
Resume consideration	No	Yes	Yes	No	Majority	Main motion	None

INCIDENTAL MOTIONS

<i>No order of preference</i>	<i>Can interrupt?</i>	<i>Requires second?</i>	<i>Debatable?</i>	<i>Amendable?</i>	<i>Vote required?</i>	<i>Applies to what other motions?</i>	<i>Can have what effect motions applied to it?</i>
<b>MOTIONS</b>							
Appeal	Yes	Yes	Yes	No	Majority	Decision of chair	Close debate, limit debate
Suspend rules	No	Yes	No	No	2/3	None	None
Consider informally	No	Yes	No	No	Majority	Main motion	None
<b>REQUESTS</b>							
Point of order	Yes	No	No	No	None	Any error	None
Parliamentary inquiry	Yes	No	No	No	None	All motions	None
Withdraw a motion	Yes	No	No	No	None	All motions	None
Division of question	No	No	No	No	None	Main motion	None
Division of assembly	Yes	No	No	No	None	Indicative vote	None

<sup>1</sup> Motions are in order only if no motion higher on the list is pending. Thus, if a motion to close debate is pending, a motion to amend would be out of order; but a motion to recess would be in order, since it contains the pending motion.  
<sup>2</sup> Withdrawal may be applied to all motions.  
<sup>3</sup> Rescinded.  
<sup>4</sup> Requires two-thirds vote when it would suppress a motion without debate.

Board of Trustees

**BP 2715 CODE OF ETHICS**

**References:**

ACCJC Accreditation Standards IV.B.1.a, e, and h;  
Title 5 Section 51016

Understanding that the Board can legally function only as a group, each member should exercise appropriate care to speak as a member of the Board and accurately represent Board policy to the community. Personal opinions should be identified as such.

It is recognized that Trustees may from time to time have to balance the special needs and desired advantages of their own areas with the good of the entire community college district and its student population. Each Trustee shall, as to such matters, make a particular effort to consider all of the facts and arrive at a sound and fair conclusion.

Board members should recognize that the Board makes policy and employs the Superintendent/President to administer the policies. Rather than dealing directly with the staff, it is appropriate for Board members to take their concerns directly to the Superintendent/President.

Trustees should understand that while each Board member has the right, if not the duty, to speak strongly as to issues, a demonstration of respect and consideration for each other, the College staff, and members of the community, will facilitate positive decision making at the College. Attempts should be made to re-establish collegial communications in the event that violations of ethics are perceived to have occurred.

Trustees should be aware of the California laws governing conflicts of interest of public officials (see BP 2710 titled Conflict of Interest).

Board members shall maintain confidentiality as to closed sessions (see BP 2315 titled Closed Sessions).

The Board President and Superintendent/President are authorized to consult with legal counsel when they become aware of or are informed about actual or perceived violations of pertinent laws and regulations, including but not limited to conflict of interest, open and public meetings, confidentiality of closed session information, and use of public resources. Violations of law may be referred to the appropriate governing agency, District Attorney, or Attorney General as provided for in law.

Violations of this policy (BP 2715 titled Code of Ethics) will be addressed by the President of the Board, who will first discuss the violation with the Board member to reach a resolution. If resolution is not achieved and further action is deemed necessary, the Board President may appoint an ad hoc committee composed of two Board members to examine the matter and recommend further courses of action to the Board. Sanctions will be determined by the Board officers (or committee) and may include a recommendation to the Board of Trustees to censure the Board member. If the President of the Board of Trustees is perceived to have violated the code, the Vice President of the Board of Trustees is authorized to pursue resolution.

❖ **From current College of Marin Policy 1.2090 titled Ethics and Authority of Individual Members of the Board and the District Superintendent**

~~All individual members of the Board shall have power and authority only when acting formally as members of the Board in session or when entrusted by the Board with specific and definite assignments.~~

~~No individual member of the Board or the District Superintendent has or shall assume power or responsibility to make decisions affecting the District, the Board, or its agents except as that power has been specifically delegated by the Board Bylaws or by Education Code Section 72400.~~

~~As a member of the governance structure of the District, but also as a public figure, it is the duty of each Board member and the District Superintendent to work in a responsible way to strengthen the institution. Support for the District should be continuing, and criticism made only after carefully ascertaining the facts. When Board members or the District Superintendent question District policy, procedures or activities, they should do so judiciously and in a constructive manner.~~

~~When a Board member or the District Superintendent expresses himself or herself publicly in a way which is not accurate or which is critical of the actions or character of a member of the Board or the District Superintendent, it shall be the responsibility of one or more Board members to bring this to the attention of the individual.~~

❖ **From current College of Marin Policy 1.2091 titled Board of Trustees Code of Ethics/Standards of Practice**

~~(Accreditation Standard 10.A.5)~~

~~The Board of Trustees acknowledges that a code of ethics and general standards of good practice, which include an affirmation of responsibilities of service and individual performance standards, are an integral part of effective community college to governance.~~

a) ~~In support of effective community college governance, the Board believes that it:~~

- ~~• derives its authority from the community and that it must always act as an advocate on behalf of the entire community;~~
- ~~• clearly define and articulate its role;~~
- ~~• is responsible for creating and maintaining a spirit of true cooperation, teamwork and a mutually supportive relationship with its Superintendent/President;~~
- ~~• strives to differentiate between external and internal processes in the exercise of its authority;~~
- ~~• engages in a regular and ongoing process of in-service training and continuous improvement~~
- ~~• comes to each meeting prepared and ready to debate issues full and openly~~
- ~~• has its members listen, strive to reach agreement, vote their conscience and support the decision or policy made;~~
- ~~• strives to exemplify ethical behavior and conduct that is above reproach;~~
- ~~• endeavors to remain always accountable to the community~~
- ~~• honestly debates the issues affecting the community and speaks with one voice once a decision or policy is made.~~

b) ~~With a deep sense of responsibility and conviction, each member of the Board of Trustees affirms that he/\_or she:~~

- ~~• understands that authority exists only when acting collectively with fellow board members, and that such authority is derived from, and obliged to serve the interests of the entire community;~~
- ~~• strives to exemplify ethical behavior and conduct that is above reproach;~~
- ~~• engages in an ongoing process of in-service education and continuous improvement;~~
- ~~• participates in open honest and deliberation with one's colleagues, votes one's own conscience rather than to advance any special interests, and supports the decisions and policy the Board makes;~~
- ~~• respects and honors the division of responsibility between the Board and the Superintendent/President and staff, and contributes to creating a spirit of true cooperation and a mutually supportive relationship in support of our community.~~

c) ~~In support of maintaining high standards of ethical conduct by meeting individual performance standards, each member of the Board of Trustees is responsible to:~~

- ~~• act only in the best interests of the community;~~
- ~~• ensure public input into Board deliberations~~
- ~~• adhere to the law and the spirit of the open meeting laws and regulations;~~
- ~~• prevent conflicts of interest and the perception of conflicts of interest;~~
- ~~• exercise authority only as part of the Board in a legally constituted meeting, not as an individual;~~
- ~~• use appropriate channels of communication;~~

- ~~respect others and act with civility;~~
- ~~be informed about the District, educational issues and responsibilities of trusteeship;~~
- ~~devote adequate time to Board work;~~
- ~~maintain confidentiality of closed sessions.~~

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*NOTE: This policy is WASC Accreditation. The language in underlined regular text is recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). The language in **black ink** is from current College of Marin Policies 1.2090 titled Ethics and Authority of Individual Members of the Board and the District Superintendent and 1.2091 titled Board of Trustees Code of Ethics/Standards of Practice adopted on 12-10-80 and revised on 5-10-05. The language in underlined italics reflects revisions from Board Policy Committee*

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**Date Adopted:**

*(Replaces current College of Marin Policies  
1.2090 and 1.2091)*

## Board of Trustees

## BP 2210 OFFICERS

## Reference:

Education Code Section 72000

The President of the Board as a regular member shall participate in the discussion of issues during the meeting as well as in voting. In addition, the President's duties shall include:

- a) To preside at all meetings and decide questions of order.
- b) To appoint Trustees to and designate chairpersons of all committees. Board Committees, and make all other appropriate trustee assignments.
- c) To execute all contracts and official documents approved by the Board and requiring the President's signature.
- d) To represent the Board at official functions when necessary; to serve as spokesperson for the Board regarding a Board action taken; to keep the Board promptly informed of these occasions.
- e) To set the Board agenda.
- f) To call special meetings of the Board as required.
- g) To serve as an ex officio member of the Board of Directors of the College of Marin Foundation.
- h) To perform other duties formally assigned by the Board, or by statute.

The Vice President's duties shall include:

- a) To perform all duties of the President of the Board in the absence or disability of the President.
- b) To discharge such other functions as the President of the Board may from time to time request.

The Clerk's duties shall include:

- a) To perform all duties of the President of the Board in the absence or disability of the President and Vice President of the Board.
- b) To perform any other duty assigned by the President of the Board, or required by law.

The District Superintendent shall serve as Secretary to the Board and, as such, shall have the following obligations:

- a) To be responsible for such public notices as may be required by statutes, Bylaws, resolutions and policies of the Board.

- b) To be responsible for recording, preparing, and maintaining the approved Official Minutes of all regular and special meetings of the Board, and properly transmitting them to the Board.
- c) To retain and properly file all official records and documents of the Board.
- d) To conduct the official correspondence on behalf of the Board as requested and issue all Board orders.
- e) To be responsible for providing members promptly with copies of correspondence prepared in the name of the Board or Board President, as well as copies of all reports, communications, etc., developed and transmitted to members of the community.
- f) To perform such other duties as may be required by law or delegated from time to time by the Board. E.C. 81655

Also see BP 2305 titled Annual Organizational Meeting and BP 2430 titled Delegation of Authority to the Superintendent/President

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**Date Adopted:** April 21, 2009  
*(Replaces College of Marin Policies 1.3031, 1.3032, 1.3033, and 1.3035)*

Board of Trustees

**BP 2345 PUBLIC PARTICIPATION AT BOARD MEETINGS**

**References:**

Education Code Section 72121.5;  
Government Code Sections 54954.3 and 54957.5

The order of business of any regular meeting shall include an opportunity for the public to address the Board on any item of business which is included on the agenda.

The President of the Board is authorized to fix such time limits on presentations as he/she deems appropriate to the occasion and may limit the number of spokespersons who appear before it in opposition to or in support of a given issue being considered by the Board. The Board, by majority vote, may extend such limits as it deems appropriate.

Members of the public may also request that matters related to District business be placed on the agenda of a meeting through a written notice delivered to the Secretary to the Board not less than fifteen (15) working days prior to such meeting. Such notice shall specify the item or items so requested.

The Board shall not act on matters brought before it during the Citizens' Request to Address the Board on Non-Agenda items.

Written communications to the Board shall promptly be made available to all Board members.

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.

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

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**Date Adopted:** January 19, 2010  
*(Replaces College of Marin Policy 1.5090)*

**Board of Trustees**

**BP 2720      COMMUNICATIONS AMONG BOARD MEMBERS**

**Reference:**

Government Code Section 54952.2

Members of the Board of Trustees shall not communicate among themselves by the use of any form of communication (*including* personal intermediaries, e-mail, or other technological devices) in order to reach a collective concurrence regarding any item that is within the subject matter jurisdiction of the Board of Trustees.

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**Date Adopted:**

*(This is a new policy recommended by the League and the League's legal counsel)*