

CHAPTER II
THE BOARD OF TRUSTEES
ARTICLE I
MEMBERSHIP

2100. LEGISLATIVE AUTHORIZATION. The 1967 Legislature authorized a Board of Trustees for the Los Angeles Community College District separate from the board of the city school district, with authority as defined by Education Code sections 70902 and 72000.

Adopted 12-02-69
Amended 01-16-13

2101. ELECTION. The Board of Trustees shall consist of seven members elected by the qualified voters of the school districts composing the Los Angeles Community College District. Elections shall be consolidated with the City of Los Angeles unless a resolution calling for a different process is adopted by the Board of Trustees pursuant to Education Code section 72031.

Los Angeles City Charter--Section 266

Adopted 12-02-69
Amended 01-16-13

2102. TERM OF OFFICE. Members hold office for four years. Elections shall be held every two years, falling in the odd numbered years beginning in 1969, and alternating between office Nos. 1, 3, 5, and 7 and office Nos. 2,4, and 6. Newly elected members shall take office on July 1st following their election period. The terms of office of outgoing members shall expire on the day before such newly elected members take office.

EC 72023
EC 72031
Stats. 1968 Ch. 62
Los Angeles City Charter, Section 7

Adopted 12-02-69
Amended 02-04-76
Amended 03-29-95
Amended 05-15-96

2103. VACANCIES BETWEEN ELECTIONS. In the event of a vacancy in office between elections for any reason, the Board of Trustees shall determine whether to appoint a replacement, hold a special election or leave the position vacant as may be allowed or required by law.

A. Timeline. In the event that the Board determines to make an appointment, in consultation with the Board President, the Chancellor shall develop a timeline for the process that includes the following, at a minimum.

1. Advertising of the availability of the position to a diverse group of publications;
2. A deadline for submission of materials with a maximum amount of material;
3. The means by which a member of the public may access the submitted materials for review;
4. The date for consideration of the applications by the Board, and the date for the appointed applicant to take office at a subsequent Board meeting, in order to allow for an appropriate orientation for the new Trustee.

B. Consideration of Applications

1. The Board's consideration of applications shall occur in public session;
2. Each person who submitted timely and complete materials in accordance with the Board's previous resolution will be given up to five (5) minutes to make a presentation. The Trustees may ask questions of each applicant at the conclusion of each applicant's presentation;
3. The Trustees may ask additional questions of applicants at the conclusion of all applicant presentations;
4. Members of the public who wish to address the Board regarding this matter may address the Board for up to three (3) minutes. Members of the public who wish to address the Board regarding other agenda items later in the meeting will have a total of five (5) minutes for the day, including the time used for this matter.

Adopted 01-16-13

C. Voting Procedure

1. The Chair will recognize a Trustee, who will make a motion to appoint an applicant as named in the motion. That motion will require a second. The Trustees may then engage in discussion as appropriate regarding the motion.
2. The motion will require four (4) affirmative votes to pass. If the motion fails, the Chair will recognize a Trustee, who may move the appointment of a different applicant. That motion will require a second. The Trustees may then engage in discussion as appropriate regarding the motion. This procedure will be repeated until someone receives four (4) affirmative votes.
3. A motion to appoint an applicant previously voted upon will be treated as a motion for reconsideration. Such a motion may be made only by someone on the prevailing side.

Adopted 01-16-13

2104. COMPENSATION. Each member of the Board of Trustees of the Los Angeles Community College District shall receive as compensation the sum of two thousand dollars (\$2,000) per month if the Board member attends all meetings. Except as provided under Board Rules 2104.11, 2104.12, 2104.13, and 2104.14, a member who does not attend all meetings held in any month may receive, as compensation, an amount not greater than two thousand dollars (\$2,000) divided by the number of meetings and multiplied by the number of meetings actually attended.

EC 35120

Adopted 12-02-69
Amended 10-16-74
Amended 02-04-76
Amended 04-14-76
Amended 02-01-78
Amended 11-04-87
Amended 01-20-88
Amended 02-11-98

2104.10 Student Board Member Compensation. The student member of the Board of Trustees of the Los Angeles Community College District shall receive as compensation the sum of five hundred dollars (\$500) per month if the student member attends all meetings. Except as provided under Board Rules 2104.11, 2104.12, 2104.13 and 2104.14, a student member who does not attend all meetings held in any month may receive, as compensation, an amount not greater than five hundred dollars (\$500) divided by the number of meetings held and multiplied by the number of meetings actually attended.

EC 72023.7

Adopted 03-17-82
Amended 12-02-87
Amended 02-11-98

2104.11 Absence - District Business. Any member, including the Student Board member, will be paid for any meeting when absent if the Board, by resolution, duly adopted and spread upon its minutes, finds that at the time of the meeting he/she is performing services outside the meeting for the Los Angeles Community College District.

EC 35120, 72031, 72425

Adopted 01-20-88
Amended 02-11-98

2104.12 Absence - Illness. A member, including the Student Board member, may be paid in any calendar year for the first two meetings from which he or she is absent if the Board, by resolution, duly adopted and included in its minutes, finds that at the time of the meeting from which the member is absent he/she is ill.

EC 35120, 72031, 72425

Adopted 01-20-88
Amended 02-11-98

2104.13 Absence - Jury Duty Service. A member, including the Student Board member, may be paid for any meeting from which he/she is absent if the Board, by resolution, duly adopted and included in its minutes, finds that at the time of the meeting from which the member is absent he/she was serving on jury duty.

EC 35120, 72031, 72425

Adopted 02-11-98

2104.14 Absence - Hardship. A member, including the Student Board member, may be paid for any meeting from which he/she is absent if the Board, by resolution, duly adopted and included in its minutes, finds that the absence was due to a hardship deemed acceptable by the Board.

EC 35120, 72031, 72425

Adopted 02-11-98

2105. ORIENTATION. The Chancellor and his or her designee(s) are responsible for ensuring that an appropriate orientation is provided to all new Trustees.

Adopted 02-21-07

Amended 01-16-13

2105.10 The orientation shall include, but is not limited to, an overview of District operations, a review of ethical rules and responsibilities for Trustees, a briefing on compliance with the Ralph M. Brown Act and the Fair Political Practices Act, a review of the roles of auxiliary organizations and employee organizations, and a discussion regarding preparation for and conduct of Board meetings.

Adopted 01-16-13

2105.11 Within budgetary limits, Trustees shall be encouraged to attend conferences and other educational sessions regarding their responsibilities as Trustees.

Adopted 01-16-13

2105.12 In consultation with the President of the Board, the Chancellor shall be responsible for ensuring the Board has a retreat at least annually, and the Chancellor or his or her designees shall make appropriate educational presentations to the Board.

Adopted 01-16-13

ARTICLE II

OFFICERS

2200. PRESIDENT. The Board of Trustees shall elect by voice vote a President and one or two Vice Presidents from among its members at its annual meeting.

Adopted 12-02-69

Amended 02-04-76

Amended 06-27-01

- A. Election of President. The President from the previous term shall call the annual meeting to order. At the time specified in the agenda for the officer election, the President from the previous term shall open nominations for President.
- B. Election of First Vice President. After the succeeding President has been elected, the succeeding President shall assume the chairing of the meeting and open the nominations for First Vice President.
- C. Election of Second Vice President. After the election has been completed for First Vice President, the President shall entertain a motion to open nominations for the position of Second Vice President. If such a motion is not made, seconded and passed, or if upon the opening of nominations no one is nominated, or if no one accepts a nomination for the position, then there shall be no position of Second Vice President for the year unless the Board takes an action to establish it. However, the procedure for nominations shall be followed at each annual organizational meeting of the Board.

Adopted 06-27-01

2200.10 Duties of the President. The President of the Board of Trustees is empowered to preside at all meetings, to call special meetings as provided by law, to sign documents approved by the Board of Trustees, to represent the Board of Trustees in its relations with other boards of trustees, and to confer with the Chancellor and/or his or her designees regarding the preparation of the agendas and conduct of business.

EC 72125

Adopted 12-02-69
Amended 01-16-13

2200.11 Duties of the Vice President. In the absence of the President, the First Vice President shall preside at board meetings and perform the duties of the President in his/her absence. In the absence of the First Vice President, if there is a Second Vice President, he or she shall preside at board meetings and perform the duties of the President in his or her absence.

EC 72125

Adopted 12-02-69
Amended 06-27-01

2201. PRESIDENT PRO TEMPORE. If the President, the First Vice President and the Second Vice President are absent from a regular or special meeting, the Chancellor shall call the meeting to order, and the Board shall elect a President Pro Tempore who shall possess the powers and perform the duties of the President until the return of the President.

Adopted 12-02-69
Amended 02-04-76
Amended 08-11-99
Amended 06-27-01

2202. SECRETARY. The Chancellor of the District shall be the Secretary of the Board of Trustees.

Adopted 12-02-69
Amended 02-04-76
Amended 08-11-99

ARTICLE III
DUTIES OF THE BOARD OF TRUSTEES

2300. POWERS AND DUTIES GENERALLY. The Board of Trustees may execute any powers delegated by law to it or the District of which it is the governing board, and shall discharge any duty imposed by law upon it or upon the District of which it is the governing board. The Board is an independent policy-making body that reflects the public interest in Board activities and decisions.

EC 72200

Adopted 12-02-69
Amended 01-30-13

2300.10 Statement of Ethical Values and Code of Ethical Conduct.

The Board of Trustees of the Los Angeles Community College District consists of seven members elected at large and one Student Representative selected by the associated student organizations. In the performance of their governance responsibilities, individual members of the Board shall adhere to the following principles:

Statement of Ethical Values

The Board of Trustees of the Los Angeles Community College District endorses the following statement of ethical values, and asks each member of the Board to commit to adhering to these values:

Trustworthiness. As a Trustee, I will strive to earn the trust of others. Being trustworthy requires honesty, integrity, reliability, and loyalty.

- Honesty: I will be sincere, truthful, and straightforward.
- Reliability: I will keep my promises.
- Loyalty: I will promote and protect the interests of the District and its colleges.

Respect. As a Trustee I will treat others with respect, even in disagreement, and do my best to earn the respect of others. Being respectful requires civility and courtesy, as well as tolerance for legitimate differences and a willingness to acknowledge that reasonable people can respectfully hold divergent views.

Adopted: 10-19-05
Amended 01-30-13

Responsibility. As a Trustee I am willing to make decisions and choices and I will be accountable for them. I will do the best I can by being careful, prepared, and informed. I will finish tasks that I have promised to do. I will lead by example.

Fairness. As a Trustee, I will use open and impartial processes for gathering and evaluating information so that those who disagree with a decision can understand how it was made. I will avoid favoritism or prejudice.

Caring. As a Trustee, I am genuinely concerned about the welfare of others. As public officials, we care about the common good and welfare of the communities and constituencies we serve.

Citizenship. As a Trustee, I will obey the Law, contribute to the community through service and leadership, advocate for the common good and the welfare of the communities we serve, and act in ways that manifest concern for the environment.

Integrity. As a Trustee, I will conform to the provisions of the Education Code as they relate to the award of contracts and employment. I will be consistent in decision-making and behavior and base decisions on a core set of values.

Code of Ethical Conduct

As a Trustee:

- I recognize that governing authority rests with the entire Board, not with me as an individual. I will give appropriate support to all policies and actions taken by the Board at official meetings.
- I recognize that the Chancellor is the Trustees' sole employee; I pledge to work with the Chancellor in gathering any information from staff directly that is not contained in the public record.
- I will consider all relevant facts and perspectives in making decisions.
- I will participate in the development of policy and the approval of strategy for the District and respect the delegation of authority to the Chancellor and Presidents to administer the institution. I will avoid involvement in day-to-day operations.

Adopted: 10-19-05
Amended 01-30-13

- I will maintain confidentiality about issues discussed in Closed Session.

Adopted: 10-19-05
Amended 01-30-13

Trustee Sanctions

2300.11 Sanctions

A. Bases for Sanctions – Any Trustee of the Los Angeles Community College District may be sanctioned on the following bases:

1. Violation of District rules and regulations, including but not limited to the Statement of Ethics and the Standards of Conduct on Campus articulated in Chapter 9 of the Board Rules;
2. Violation of state or federal law;
3. Conduct likely to create liability for the District; or,
4. Any other conduct incompatible or inconsistent with the position of Trustee.

B. Forms of Sanction – Sanctions of a Trustee may be imposed in the following forms:

1. Reprimand;
2. Censure;
3. Requirement for the repayment of District funds;
4. Bar from reimbursement for expenses with District funds;
5. Removal from an officer position; or,
6. Withholding of pay.

C. Votes required:

1. Five affirmative votes shall be required for the imposition of a sanction on a Trustee;

Adopted: 02-21-07

2. Notwithstanding any annual confirmation regarding the authority of the Student Trustee, the Student Trustee is not eligible to move, second or vote upon the imposition of a sanction on a Trustee. However the Student Trustee maintains the right to participate in the discussion of a potential sanction;

D. Procedure:

1. Presentation of Initiating Motion

- a. Prior to the consideration of a motion for the imposition of a sanction on a Trustee, a motion must be presented and adopted that articulates the charges upon which the sanction will be based and the proposed sanction, called an Initiating Motion.
- b. The adoption by the Board of an Initiating Motion is not the imposition of a sanction. The adoption is a determination that the charges, if proven to be true, would warrant the imposition of the proposed sanction.
- c. In preparing an Initiating Motion, any regular Trustee shall be entitled to the reasonable assistance of staff for the ministerial function of preparing the motion, and the reasonable assistance of staff for information in support of that motion. Information in support of the motion shall be requested and supplied through the Chancellor.
- d. In keeping with Board Rule 2409.11, any such information will be provided to all Trustees, and it shall be provided no later than the time the Trustees are presented with the posted agenda that includes the proposed motion. Inasmuch as the consideration of a sanction is a matter of public record, such information will also be treated as a public record, except that the materials made available to the public may be redacted to protect the rights of privacy of students or employees, or to protect the privileges for attorney-client communications or attorney work-product.
- e. Witnesses or other evidence shall not be presented in support of or in opposition to the Initiating Motion.

Adopted: 02-21-07

2. Presentation of Sanctions Motion

- a. If a majority of the Board adopts the Initiating Motion, the moving Trustee may then place a motion on the agenda for consideration of the charges and proposed sanction, called a Sanctions Motion.
- b. A Sanctions Motion shall be heard only upon a minimum of ten calendar days' written notice, served by regular first class mail, upon all the Trustees. The responding Trustee shall be entitled to a postponement to the next Board meeting following the Board meeting in which the Sanctions Motion was first posted.
- c. In the preparation of the Sanctions Motion, the moving Trustee shall be entitled to the assistance of staff for the ministerial function of preparing the motion, and the reasonable assistance of staff for information in support of that motion. Information in support of the motion shall be requested and supplied through the Chancellor.
- d. In the preparation of a response to the Sanctions Motion, the responding Trustee shall be entitled to the reasonable assistance of staff for the ministerial function of preparing any written response to the motion, and the reasonable assistance of staff for information in support of that response. Information in support of the motion shall be requested and supplied through the Chancellor.
- e. In keeping with Board Rule 2409.11, any such information will be provided to all Trustees, and it will be provided no later than the time the Trustees are presented with the posted agenda that includes the proposed motion. Inasmuch as the consideration of a sanction is a matter of public record, such information will also be treated as a public record, except that the materials made available to the public may be redacted to protect the rights of privacy of students or employees, or to protect the privileges for attorney-client communications or attorney work-product.

Adopted: 02-21-07

- f. If the moving Trustee or responding Trustee seeks to present witnesses on the hearing of the sanctions motion, the applicable Trustee shall submit a request to the Chancellor no later than four business days' prior to the hearing date of the motion. The Chancellor may direct employees or invite other witnesses as the Chancellor deems reasonable and appropriate.
3. Legal counsel - Any opinions or advice of legal counsel regarding the Initiating Motion or the Sanctions Motion must be provided to all regular Trustees. Therefore, any individual Trustee who seeks advice confidential from other Trustees, or representation before the remainder of the Board regarding the motions, must obtain it at his or her personal expense.
4. Time allocation – A Trustee who is the subject of an Initiating Motion or a Sanctions Motion shall be given a reasonable amount of time to respond to the motion, but in no event less than fifteen (15) minutes. In the event witnesses will be presented by either the moving Trustee or responding Trustee, five minutes will be allocated to each witness. The remaining Trustees will be given an opportunity to ask questions of each witness. The time allocation enumerated for this procedure is a discrete allocation from a public speaker's exercise of his or her rights to address the Board.

Adopted: 02-21-07

2301. GOVERNANCE. The Board of Trustees shall establish rules and regulations not inconsistent with the regulations of the Board of Governors and the laws of this State for the government and operation of the community colleges in the District and delegate appropriate authority to officers, employees, or committees of the District, the college, or the governing board.

EC 72282

Adopted 12-02-69

2301.10 Board Self-Evaluation. Each Fall, the Board of Trustees will perform a self-evaluation. The Board's self-evaluation process may include a formal survey of stakeholders and constituents such as senior District management, College Presidents, the District Academic Senate President, representatives of collective bargaining units, and others. The Board will conduct its annual self-evaluation during a public session during which the Board will review the results of any data collection or survey process, assess its performance during the preceding year, and establish new annual goals.

Adopted 10-17-07

2302. GROWTH. The Board of Trustees is responsible for growth in both academic and physical areas.

Adopted 12-02-69

2302.10 Plans for Growth and Development. The Board shall establish policies for and approve current and long-range educational plans and programs and promote orderly growth and development of the community colleges within the District.

EC 72231

Adopted 12-02-69

2302.11 Master Plans. The Board shall establish policies for and approve academic master plans and long-range master plans for facilities. The Board of Trustees shall submit such master plans to the Board of Governors for review and approval.

EC 71028, 72231.5

Adopted 12-02-69

2303. EDUCATIONAL PROGRAMS. The Board of Trustees shall establish policies for educational programs.
- Adopted 12-02-69
- 2303.10 Total Educational Program. The Board shall establish policies for and approve the total educational program of the community college or colleges in the District.
- EC 72283 (a)
- Adopted 12-02-69
- 2303.11 Submission to Board of Governors. The Board shall establish policies for and approve all educational programs and submit such programs to the Board of Governors for approval. For purposes of this subsection, “educational program” is defined as a series of courses leading to a degree, a certificate, a diploma, or transfer to another institution of higher education.
- EC 78200
- Adopted 12-02-69
- 2303.12 Individual Courses. The Board shall establish policies for and approve individual courses without referral to the Board of Governors.
- EC 78200
- Adopted 12-02-69
- 2303.13 Classes for Noncredit Education. The Board shall approve all classes for noncredit education and shall submit such classes as are eligible for state apportionments to the Board of Governors for approval.
- EC 72283 (b)
- Adopted 12-02-69
Amended 01-30-13
- 2303.14 Programs Under Various Acts. The Board shall approve and provide such classes, programs, and facilities under the provisions of special acts as deemed appropriate.
- EC 72283 (c)
- Adopted 12-02-69
Amended 01-30-13

2303.15 All Other Programs and Services. The Board shall establish policies for and approve all other programs and services of the community college except as provided by the Education Code.

EC 72283 (d), 78200

Adopted 12-02-69
Amended 02-04-76

2303.16 Adoption of Instructional Materials. The Board shall establish policies for and approve procedures for the adoption of instructional materials after appropriate consultation with the Academic Senate.

EC 72283 (e)

Adopted 12-02-69
Amended 01-30-13

2304. COLLEGE CALENDAR. The Board of Trustees shall determine which holidays it will observe and on what days it will observe them within the framework of providing the necessary number of days of instruction to qualify for state apportionments.

EC 72284

Adopted 12-02-69

2304.10 School Holidays. Colleges and offices of the Los Angeles Community College District shall be closed on the following holidays:

New Year's Eve Day
New Year's Day
Martin Luther King Day
Lincoln Day
Washington Day
Cesar Chavez Day
Memorial Day
Independence Day
Labor Day
Veterans Day
Thanksgiving Day
Day after Thanksgiving Day
Christmas Eve Day
Christmas Day

Veterans Day shall be observed on November 11, unless an action of the Board of Trustees provides for a different day as provided in Education Code Section 79020 (f), (g) and (i).

Lincoln Day shall be observed on the Friday immediately preceding Washington Day, unless an action of the Board of Trustees provides for a different day as provided by Education Code Section 79020 (f) and (j).

If a holiday falls on Saturday, colleges and offices will be closed on the preceding Friday.

If a holiday falls on Sunday, colleges and offices will be closed on the Monday immediately following.

EC 79020

Adopted 12-09-69
Amended 08-06-80
Amended 01-16-85
Amended 12-17-86
Amended 09-25-91
Amended 01-18-95
Amended 07-09-96

However, as to the Christmas and New Year's Days consecutive holidays, if Christmas Day and New Year's Day fall on Saturdays, those holidays will be celebrated on the following Mondays.

If Christmas Eve Day and New Year's Eve Day fall on Sundays, those holidays will be celebrated on the preceding Fridays.

EC 79020

Adopted 12-09-69
Amended 08-06-80
Amended 01-16-85
Amended 12-17-86
Amended 09-25-91
Amended 01-18-95
Amended 07-09-96

2304.11 Other Holidays. The Board of Trustees may declare other days school holidays and close the colleges and offices thereon when good reason exists.

Under provisions of this rule, Admission Day is declared a school holiday and all District colleges and offices shall be closed. Admission Day shall be observed the Tuesday after Labor Day or another date so specifically declared by the Board of Trustees.

The afternoon of the Friday of Spring break, as determined by the academic calendar, shall be considered a holiday and all District colleges and offices shall be closed.

EC 70902, 79020, 79021

Adopted 12-09-69
Amended 08-06-80
Suspended 09-03-86
Amended 08-26-87
Amended 07-09-96

2304.12 Closing of Colleges by Chancellor or College President. The Chancellor or College President may direct the closing of any college whenever, in the Chancellor's or College President's discretion, such a closure appears necessary to insure the health and safety of the students or when the Governor of the State or the President of the United States declares a legal holiday. Any such action by the Chancellor shall be submitted to the Board for confirmation at its next regular meeting. The reopening of any school so closed shall be authorized when the Chancellor determines that the conditions that necessitated the closing have ceased to exist.

Adopted 12-09-69
Amended 08-06-80
Amended 01-30-13

2305. ACADEMIC STANDARDS. The Board of Trustees shall establish academic standards, probation and dismissal and readmission policies, and graduation requirements not inconsistent with the minimum standards adopted by the Board of Governors after appropriate consultation with the Academic Senate.

EC 72885

Adopted 12-02-69
Amended 01-30-13

2306. BUDGET. The Board of Trustees shall determine and control the District's operational and capital outlay budgets and shall submit the budgets to such agencies as required by law. The Board of Trustees shall determine the need for elections for override tax levies and bond measures and request that such elections are called.

EC 72286

Adopted 12-02-69
Amended 01-30-13

2307. DISTRICT PROPERTY. The Board of Trustees shall manage and control District property. The Board may contract for the procurement of such goods and services as authorized by law.

EC 72287

Adopted 12-02-69

2308. GIFTS, GRANTS, SCHOLARSHIPS. The Board of Trustees may receive and administer gifts, grants, and scholarships.

EC 72288

Adopted 12-02-69

2308.10 Monument Policy

- A. Monument, defined. As used in this Board Rule, a “monument” is a statue, sculpture, or other installation intended to honor an individual, group, or event that the District installs in response to an offer by an outside party, on District-owned property.
- B. Proposed Donations from Outside Parties. Parties seeking to donate a monument for installation at a campus must submit a written request to the respective College President. The request shall include the following:
 - 1. The name of the individual, group, or event the proposed monument is meant to honor;
 - 2. A description of the significant impact and/or meritorious contribution the individual, group, or event has made to the college or District;
 - 3. A visual depiction or model of the proposed monument;
 - 4. A description of the proposed placement site, the monument’s anticipated size dimensions, composition materials, and the processes for its construction, installation, and maintenance; and
 - 5. An explanation of the funding mechanism for construction, installation, and maintenance of the proposed monument, if accepted by the District.
- C. Consideration of Proposed Donations. The College President shall forward requests to a campus-based College Monument Committee (“CMC”). The College President shall determine the composition of the CMC and designate appointees to the CMC or designate an existing campus committee to serve as the CMC. The CMC will consider the request with the following criteria:
 - 1. The appropriateness and suitability of the proposed monument with the campus and its academic programs, as defined by the CMC;

Adopted 06-26-13

2. The compatibility of the proposed monument with the facilities master plan and anticipated future uses of the site;
3. Public safety;
4. The sufficiency of funding for construction, installation, removal, and maintenance;
5. Whether the proposed monument would impermissibly promote a particular religion in violation of the Establishment Clause of the First Amendment of the United States Constitution;
6. Whether the proposed monument would impermissibly urge the support or defeat of any ballot measure or candidate in violation of Education Code section 7054; and
7. Monuments honoring a specific living person are allowed.

After consideration of the request, the CMC will forward its written recommendation to the College President. The College President may recommend acceptance of the proposed monument to the Board. Additional conditions for the donor and/or the proposed monument may be imposed before a recommendation is forwarded to the Board.

- D. Action by Board. The Board is under no obligation to accept any proposed monument.
1. If accepted by the Board, the donated monument becomes the property of the District.
 2. The District will, as a condition of acceptance of the monument, require a waiver of rights under the Visual Arts Rights Act (17 U.S.C. § 106A) and/or Civil Code section 987.
 3. The District reserves the right to remove any donated monument, should the monument create a public safety issue, and/or funding for the maintenance or repair of the monument becomes unavailable.

Adopted 06-26-13

2309. FEES. The Board of Trustees may establish such student fees as it is authorized to establish by law.

EC 72289

Adopted 12-02-69

2309.20 International Student Application Processing Fee. The Board of Trustees authorizes collection of a Foreign Student Application Processing Fee pursuant to California Education Code Section 76142. This section allows the District to charge an application fee not to exceed the lesser of the actual cost of processing application documents or one hundred dollars (\$100).

No processing fee shall be charged to an applicant who is eligible for an exemption from non-resident tuition pursuant to California Education Code Section 76140, or who can demonstrate economic hardship.

Fees collected will not be refundable and will be used to support the operating budgets of college foreign student offices.

Adopted 02-24-93
Amended 08-23-06

2309.30 International Student Medical Insurance Fee.

Effective beginning with the Fall 2007 semester, International students attending a college in the Los Angeles Community College District under an F or M visa shall be charged a medical insurance fee equal to the cost of medical insurance purchased by the District on the student's behalf.

In exchange for the International Student Medical Insurance fee, international students will be provided with a medical insurance policy with the following minimum coverage:

- (1) medical benefits of at least \$50,000 per accident or illness;
- (2) repatriation of remains in the amount of \$7,500;
- (3) expenses associated with the medical evacuation of the student to his or her home country in the amount of \$10,000, and;
- (4) a deductible not to exceed \$500 per accident or illness.

Adopted 08-23-06
Amended 01-24-07
Amended 01-30-13

Effective only for the Spring and Summer 2007 terms, international students attending a college in the Los Angeles Community College District under an F or M visa shall be required to demonstrate that they have medical insurance equal to or better than the above coverage, or be required to purchase medical insurance from a the vendor selected by the Los Angeles Community College District. All international students with F or M visas will be charged the international student medical insurance fee starting the Fall 2007 semester.

Title 5, C.C.R., 51012
Title 22, C.F.R. 41.61, 62.14

Adopted 08-23-06
Amended 01-24-07
Amended 01-30-13

2310. PERSONNEL. The Board of Trustees shall employ and assign all personnel consistent with the minimum standards adopted by the Board of Governors. The Board of Trustees shall establish employment practices, salaries and benefits for all employees consistent with the laws of this state.

EC 72290

Adopted 12-02-69

2311. AUXILIARY SERVICES. The Board of Trustees shall provide such auxiliary services as deemed necessary to achieve the purpose of the community college.

EC 72291

Adopted 12-02-69

2312. STUDENT CONDUCT. The Board of Trustees shall establish rules and regulations governing student conduct.

EC 72292

Adopted 12-02-69

2313. FEDERAL FUNDS. The Board of Trustees is authorized to apply directly to federal agencies or state agencies operating federal programs in order to obtain federal funds in accordance with general policies established by the Board of Governors.

EC 72293

Adopted 12-02-69

2314. STUDENT EQUITY PLANS

In order to promote student success for all students, a Student Equity Plan shall be adopted by each of the colleges in the Los Angeles Community College District as required by law. Each plan shall be adopted in consultation with the various college constituencies in keeping with the college's shared governance policy.

Adopted 06-28-00
Amended 04-18-01
Amended 01-30-13

2315. ASSOCIATE IN ARTS AND ASSOCIATE IN SCIENCE DEGREES. The Board of Trustees of the Los Angeles Community College District shall confer degrees of associate in arts or associate in science upon one who has satisfactorily completed prescribed courses.

The Board of Trustees may also grant honorary associate in arts and associate in science degrees from a District community college to honor an individual who has made a contribution to society that is generally recognized and esteemed.

EC 66701
Title 5, Section 55806, 55809

Adopted 12-02-69
Amended 02-04-76
Amended 05-23-84

LOS ANGELES COMMUNITY COLLEGES
BOARD RULES, CHAPTER II, ARTICLE IV
MEETINGS

2400. GENERAL.

Meetings of the Board of Trustees of the Los Angeles Community Colleges and of its committees or other bodies created by the Board shall be in compliance with the Ralph M. Brown Act, as required by law.

Adopted 12-02-69
Amended 06-29-71
Amended 02-04-76
Amended 04-07-76
Amended 06-25-80
Amended 11-29-89
Amended 09-05-90
Amended 05-18-94
Amended 03-23-11

2400.10 Regular Meetings.

Regular meetings are held Wednesdays except as otherwise scheduled by action of the Board of Trustees and within District territory at a location designated by the President of the Board of Trustees, unless otherwise allowed by law.

GC 54954

Amended 05-18-94
Amended 01-16-13

2400.11

A notice identifying the location, date and time of a regular meeting shall be posted at each college of the District at least ten (10) days prior to the meeting and shall remain posted up to and including the meeting time.

GC 54954

Adopted 05-18-94

2400.12 Mailed Notice of Meetings.

Notice of meetings must be mailed to any person who has made a written request at the time as the posting of the notice and agenda for the meeting. Failure of any person to receive notice given by the agency does not invalidate the actions taken at the meeting.

GC 54954.1

Adopted 05-18-94

Amended 03-23-11

2400.13

Anyone who requests written notices as described in Rule 2400.11 shall provide the request, together with the recipient's name and address in writing to the Chancellor as Secretary of the Board of Trustees or designee, together with payment in the amount of \$10 as an annual fee, or \$50 as an annual fee in order to receive both the notice and back-up material. Notice by email may be given without charge. Back-up material will be posted on the District's website at or near the same time as the posting of the agenda. Such requests shall be valid for one (1) year from the date it was received, unless renewed. Renewal requests must be received, together with the annual fee, no later than 90 days after January 1 of each year.

Adopted 05-18-94

Amended 08-11-99

Amended 03-23-11

2402. SPECIAL MEETINGS.

A special meeting may be called at any time by the President of the Board, or upon a call issued in writing and signed by a majority of the members of the Board. Notice must be given to each member of the Board and to each local newspaper of general circulation, radio or television station requesting notice in writing. Such notice must be delivered personally or by mail or email at least 24 hours before the time of such meeting as specified in the notice. The call and notice shall specify the time and place of the special meeting and business to be transacted. No other business shall be considered at such meetings by the Board. Such written notice may be dispensed with as to any

member who at or prior to the time the meeting convenes files with the Secretary of the Board a waiver of notice. Such a waiver may be given by telegram or email. Such written notice shall be deemed waived as to any member who is actually present at the meeting at the time it convenes, unless the member articulates an objection for the record, which shall be noted in the official minutes. Continued participation after making such an objection shall not constitute a waiver to the objection. Notice shall be required pursuant to this section regardless of whether any action is taken at the special meeting. Such notice shall be posted at least 24 hours prior to the special meeting in a location freely accessible to members of the public.

GC 54956

- Adopted 12-02-69
- Amended 06-29-71
- Amended 02-04-76
- Amended 04-07-76
- Amended 06-25-80
- Amended 11-29-89
- Amended 09-05-90
- Amended 05-18-94
- Amended 03-23-11
- Amended 01-16-13

2402.10 Emergency Meetings.

In the case of an emergency situation involving matters upon which prompt action is necessary due to the disruption or threatened disruption of District facilities, the Board may hold an emergency meeting as allowed by law. However, each local newspaper of general circulation and radio or television which has requested a notice of special meetings shall be notified by the Chancellor or designee shall be given notice by email or by telephone. The Board shall not meet in closed session at an emergency meeting except as allowed by law.

GC 54956.5

- Adopted 05-18-94
- Amended 03-23-11
- Amended 01-16-13

2402.11

Minutes of any emergency meeting must be posted as soon as possible after the meeting, along with a list of persons who the Chancellor or his or her designee notified or attempted to notify about the emergency meeting.

GC 54956.5

Adopted 05-18-94

Amended 01-16-13

2403. CLOSED SESSIONS.

Closed sessions are restricted to consideration of matters as described in the Education Code and Government Code and to other matters in accordance with law.

- a. To the extent required by law, at the conclusion of any closed session, the Board shall announce in open session any action taken and the vote or abstention of each member on each action.
- b. Prior to holding any closed session, the Board of Trustees shall post or state the reasons for closed session, and shall cite statutory authority or legal authority under which the closed session is being held. To the extent required by law, agenda descriptions of closed session items shall be made available to the public with the public session agenda.
 1. Potential litigation matters must be defined in the agenda by presentation of existing facts and circumstances to the extent required by law.
 2. At least 24 hours before the session, if specific complaints or charges will be considered about an employee, that employee shall be given written notice of his or her right to have the complaints or charges heard in an open session rather than a closed session. The employee must notify the Chancellor as the Secretary of the Board or designee by 9:00 a.m. on the day of the Board meeting if he or she seeks to address the Board prior to the Board's consideration of the item. The notice given to the employee shall include the name, address and telephone number of the Chancellor or designee.

The notice shall also include a statement advising the employee that he or she must notify the Chancellor or designee by 9:00 a.m. on the day of the Board meeting.

3. The Board may meet in closed session to determine whether there is a basis for considering a non-agenda item which would be considered in closed session. The Board may not meet in closed session to determine whether to consider a non-agenda time which must be considered in open session.

GC 54956.9, 54957

Adopted 12-02-69
Amended 02-03-76
Amended 05-18-94
Amended 08-11-99
Amended 03-23-11
Amended 01-16-13

2403.11 Motion for Closed Sessions.

- a. To recess to Closed Session to consider matters on the posted closed session agenda the Chair shall entertain an appropriate motion. Once adopted by a majority of the Board, the Board will recess to closed session.

GC 54946.9

Adopted 12-02-69
Amended 02-03-76
Amended 05-18-94
Amended 03-23-11
Amended 01-16-13

2404. ANNUAL MEETING.

An organizational meeting of the Board of Trustees will be scheduled and held annually between July 1 and 15, inclusive. The Chancellor as Secretary of the Board shall, at least 15 days prior to the date of the annual meeting, notify in writing all Trustees and Trustees-elect of the date and time selected for the meeting. During this annual meeting the Board shall elect one of its members to serve as President and one as First Vice

President, for a one-year term. The Board may determine on an annual basis whether to elect one of its members to serve as Second Vice President.

EC 72000 (c) (2) (A)

Adopted 12-02-69
Amended 02-04-76
Amended 12-07-77
Amended 03-29-95
Amended 08-11-99
Amended 03-23-11
Amended 01-16-13

2405. QUORUM.

Four members shall constitute a quorum for transacting business for the seven-member Board. Three members constitute a quorum in the event there are two vacancies contemporaneously.

EC 72203
Adopted 03-23-71
Amended 03-23-11

2406. MEETINGS AND RECORDS OPEN TO THE PUBLIC - EXCEPTIONS.

Except as provided in the Government Code and Education Code, all meetings of the Board of Trustees and of its committees shall be open and public, and its records shall be open to public inspection subject to the exemptions of the Public Records Act.

Writings distributed during a public meeting which are not exempted from disclosure by the Public Records Act shall be made available contemporaneously to the public if prepared by a Board member, or by someone acting on behalf of the District. Writings prepared by others shall be available within a reasonable time after the meeting.

EC 72121, 72122
GC 54957.5

Adopted 12-15-71

Amended 02-04-76
Amended 05-18-94
Amended 03-23-11
Amended 01-16-13

2407. AGENDA.

An agenda for the meetings shall be provided by the Chancellor in cooperation with the President of the Board of Trustees. The agenda shall be posted in a place adjacent to the place of meeting which is freely accessible to the public at least 72 hours prior to the meeting time for regular meetings. The Agenda shall specify the time, date and location of the regular meeting. No action shall be taken on any item not appearing on the posted agenda except: (1) upon a determination by a two-thirds vote of the members, or if less than two-thirds members present, a unanimous vote of those members present and it is shown that the need to take action arose and came to the attention of the Board members subsequent to the posting of the agenda; (2) when a majority of the Board determines there is an "emergency" as defined by law; (3) when an item appeared on an agenda posted no less than five (5) days before the meeting and was continued from a previous meeting; or (4) as may otherwise be allowed by law. Each item must contain a brief general description sufficient to put the public on reasonable notice regarding the item to be discussed and any proposed course of action.

EC 72121
GC 54954.2

Adopted 12-15-71
Amended 02-04-76
Amended 06-22-88
Amended 05-18-94
Amended 01-16-13

2407.10 Preparation of Agenda.

Whenever a Trustee notices a motion in conformance with procedures specified in Board Rule 2409.10, staff will place the noticed motion on the regular Board agenda.

Adopted 01-15-72
Amended 11-10-76

Amended 06-25-80
Amended 08-11-99

2407.11 Establishment of Status Reports of Directives to the Chancellor by the Board of Trustees.

A status report is to be kept of directives to the Chancellor by action of the Board. This report shall include the date and nature of action and a summary statement as to the disposition of the matter. This report is to be presented at the last Board meeting of each month.

Adopted 03-24-76

2407.12 Agenda Items Initiated by the Members of the Public.

- a. Summary of Item submitted to the Chancellor as Secretary of the Board. Members of the public may place matters directly related to the business of the Los Angeles Community College District on an agenda of the Board of Trustees of the Los Angeles Community College District by submitting a summary of the item to the Chancellor as Secretary of the Board or designee at least two (2) weeks in advance of a regular meeting. The summary must contain a brief general description of the item.
- b. Designation of Item - Discussion or Proposed for Action. At the time the item is submitted to the Chancellor as Secretary of the Board or designee, the member of the public shall designate the item as either for discussion or for proposed action.
- c. Deadline for Submitting Agenda Items for Regular Board Meetings.
 - 1) Proposed Action Items. Proposed actions must be submitted to the Chancellor as Secretary of the Board or designee by noon of the Wednesday two weeks before the

Board meeting in question in order to permit printing and posting of the item as required by law.

- 2) Discussion Items.** Discussion items must be submitted to the Chancellor as Secretary of the Board or designee by 10:00 a.m. of the day of the Board Meeting
- d.** Addressing the Board. A member of the public who has placed an item on the Board's agenda, and others who may wish to address the Board on such an item may do so pursuant to Article V of this chapter. The Board shall not prohibit public criticism of the policies, procedures, programs or services of the Board.
 - e.** Resubmission of Items--90 Day Rule. Any public agenda item that has been submitted for proposed action to the Board and heard at a public meeting cannot be resubmitted before the expiration of a 90-day period following the initial presentation. This prohibition does not apply to items submitted for discussion only.
 - f.** Closed Session. The Board reserves the right to consider and take action on items in closed session as permitted by law.
 - g.** The Chancellor is Secretary of the Board. The Chancellor as Secretary of the Board may from time to time, adopt such other reasonable provisions as may be necessary to accommodate the application of these public agenda rules to special Board meetings or other unique circumstances and to implement Section 72121.5 of the Education Code. If the Chancellor as the Secretary of the Board does adopt any such further provisions, the Chancellor shall report them to the Board at its next regularly scheduled meeting.

GC 54954.3

Adopted 12-01-82

Amended 01-05-83
Amended 05-07-86
Amended 05-18-94
Amended 08-11-99
Amended 01-19-00
Amended 03-23-11
Amended 05-11-11
Amended 01-16-13

2407.13 Discussion of Non-Agenda Items.

To the extent allowed by law, non-agenda items may be considered as follows: Board members may respond to public comments; Board members may ask questions for clarification, make a brief announcement, or make a brief report on their own activities, on their own initiative or in response to questions posed by the public; Board members may refer matters to staff, may require staff to report back, and may direct staff to place matter(s) on future agenda(s).

GC 54954.2

Adopted 05-18-94

2408. ORDER OF BUSINESS.

A. During the first Board of Trustees meeting, the Order of Business shall be as follows:

- ◆ Roll Call
- ◆ Flag Salute
- ◆ Minutes
- ◆ Reports from Representatives of Employee Organizations at the Resource Table
- ◆ Announcements from the College Presidents
- ◆ Public Agenda Requests
 1. Oral Presentations
 2. Proposed Actions
- ◆ Requests to Address the Board of Trustees – Multiple Agenda Matters
- ◆ Reports and Recommendations from the Board
 1. Reports of Standing and Special Committees
 2. Proposed Actions

- ◆ Reports and Recommendations from the Board
 1. Reports of Standing and Special Committees
 2. Proposed Actions
- ◆ Reports from the Chancellor and College Presidents
- ◆ Consent Calendar
 - ◆ Majority Vote
- ◆ Recommendations from the Chancellor
- ◆ General Matters
- ◆ Matters Requiring a Super Majority Vote
- ◆ Notice Reports and Informatives
- ◆ Announcements and Indications of Future Proposed Actions by members of the Board of Trustees
- ◆ Requests to Address the Board of Trustees regarding Closed Session Matters
- ◆ Recess to Closed Session
- ◆ Reconvene in Public Session
- ◆ Report of Actions Taken in Closed Session
- ◆ Public Action Items Following Closed Session Deliberations
- ◆ Adjournment

B. During the second Board of Trustees meeting each month, generally held on the fourth Wednesday of the month, the Order of Business shall be as follows:

- ◆ Call to Order
- ◆ Roll Call
- ◆ Flag Salute
- ◆ Reports from Representatives of Employee Organizations at the Resource Table
- ◆ Announcements from the College Presidents
- ◆ Public Agenda Requests
 1. Oral Presentations
 2. Proposed Actions
- ◆ Recess to Committee of the Whole
- ◆ Reports and Recommendations from the Chancellor
- ◆ Notice Reports and Informatives
- ◆ Announcements and Indications of Future Proposed Actions
- ◆ Requests to address the Board of Trustees – Closed Session Agenda Matters
- ◆ Recess to Closed Session
- ◆ Reconvene in Public Session
- ◆ Report of Actions Taken in Closed Session
- ◆ Adjournment

C. Adjustments to Order of Business. The Chancellor, in consultation with the President of the Board of Trustees, shall have discretion to adjust the Order of Business as may be appropriate.

D. Study Sessions

- 1.** The Chancellor, in consultation with the President of the Board of Trustees, shall have discretion to schedule a Study Session on a date prior to the Board Meeting in order to allow Board members to ask questions of staff and obtain further information from staff regarding the posted agenda items for the regular Board meeting.
- 2.** The Study Session shall be posted as an open meeting that members of the public shall be allowed to attend in accordance with the Brown Act.
- 3.** The Study Session shall not be considered a regular Board meeting and attendance shall be optional for purposes of compensation.
- 4.** Members of the public may address the Study Session regarding matters on the agenda.

Adopted 12-29-70
Amended 08-18-71
Amended 02-05-75
Amended 02-04-76
Amended 01-04-78
Amended 03-29-78
Amended 09-23-81
Amended 10-06-82
Amended 01-05-83
Amended 05-07-86
Amended 07-29-87
Amended 06-22-88
Amended 06-13-07
Amended 11-29-89
Amended 05-16-90
Amended 05-08-91
Amended 10-02-91
Amended 11-06-91
Amended 05-18-94
Amended 08-13-97
Amended 01-19-00
Amended 11-14-01
Amended 08-06-03

Amended 06-13-07
Amended 03-23-11
Amended 05-11-11
Amended 01-16-13
Amended 08-21-13
Amended 05-13-15

2409. MOTIONS.

A second to all motions shall be required before discussion or vote on the motion.

Adopted 12-29-70

2409.10 Noticed Motions.

Copies of noticed motions by Trustees shall be submitted to the Chancellor and Trustees in writing for review two (2) weeks prior to the Board meeting.

Adopted 08-18-71
Amended 09-29-71
Amended 02-04-76
Amended 03-23-11

2409.11 Requests from Board Members.

All requests from Board Members for information or research, requiring mobilization of staff, staff time, District resources and personnel shall be made through the Chancellor and distributed to all Board Members.

Adopted 11-03-74
Amended 02-04-76
Amended 01-16-13

2409.12 Motion Requirements.

Noticed motions shall clearly articulate the impact and relationship of the proposed motion to the core mission and concerns of the District.

Adopted 03-23-11

2410. RECORD OF VOTES.

Votes shall be taken by alphabetical roll call, and the results recorded in the minutes of that meeting. No action shall be taken by secret ballot. A single roll call vote will be taken for all items within a designated Consent Calendar. Each Trustee shall have the right to call for any item(s) on a Consent Calendar to be separated out for a separate roll call vote on that/those items.

GC 54953(c)

Adopted 12-29-70
Amended 05-18-94
Amended 11-14-01

2411. NUMBER OF VOTERS REQUIRED FOR TRANSACTION OF BUSINESS.

Four affirmative votes shall be necessary to pass any motion, resolutions, or orders, except as provided by Sections 2412 or 2413 of these Board Rules.

EC 72203, 72204

Adopted 12-29-70
Amended 02-04-76
Amended 11-14-01
Amended 03-23-11

2412. ACTIONS REQUIRING A TWO-THIRDS VOTE.

In compliance with State statutes, approval of the following actions requires an affirmative vote of five members of the Board.

Adopted 12-29-70
Amended 11-14-01

2412.10 Sale or Lease of Real Property.

Resolution of intention to sell or lease real property to any legal entity other than those requiring unanimous vote, when a two-thirds vote is required by law.

EC 81365

Adopted 12-29-70
Amended 03-23-11

2412.11 Action to Overrule.

Action of the Board declaring a local zoning ordinance inapplicable to classroom facilities.

GC 53094

Adopted 12-29-70
Amended 11-14-01

2412.12 Undistributed Reserve.

Appropriation of funds from the undistributed reserve.

EC 42125

Adopted 12-29-70
Amended 11-14-01

2412.13 Condemnation of Real Property.

Resolution to condemn real property.

CCP 1241

Adopted 12-29-70
Amended 11-14-01

2413. ACTIONS REQUIRING A UNANIMOUS VOTE.

In compliance with State statutes approval of the following actions requires an affirmative unanimous vote of all members of the Board.

Adopted 12-29-70
Amended 11-14-01

2413.10 Community Lease for Production of Gas.

Resolution authorizing leasing of school District property under a community lease for the production of gas.

EC 81511

Adopted 12-29-70
Amended 11-14-01

2413.11 Sales or Lease of District Real Property.

Resolution authorizing a sale or lease of District real property when required by law.

EC 81432

Adopted 12-29-70
Amended 11-14-01
Amended 03-23-11
Amended 01-16-13

2415. MINUTES AND TAPE RECORDINGS OF PUBLIC SESSIONS.

A. The minutes and tape recordings of the open session meetings of the Board of Trustees shall constitute public records and shall be available to the public. Any inspection of a tape recording shall be provided without charge and a tape recorder made available by the District. Minutes shall be produced and retained in perpetuity and tape recordings shall be made of all public sessions of the governing board.

GC 54953.5

B. Discarding the Recordings of the Meetings of the Board of Trustees. The minutes of the meetings of the Board of Trustees shall be kept in perpetuity. The audio recording of each meeting may be destroyed but not before one year from the date of the taped meeting. At the discretion of the Chancellor as Secretary of the Board of Trustees or designee, destruction of tapes may be done once annually so long as the most recent tape being destroyed is at least one year old.

C. The minutes shall include:

1. Date, place, time and type of meeting;
2. Notation of members present and absent by name;
3. Time of adjournment;

4. Approval or amendment, and approval of the minutes;
5. Information as to the subject of Board's deliberations and actions, including the makers and seconders of a motion, an alphabetical roll call of the votes and results of a motion;
6. All Board resolutions; and
7. A record of all public speakers.

Adopted 12-29-70
 Amended 02-04-76
 Amended 05-18-94
 Amended 08-11-99

2415.10 Recordings by Others.

Any person may record the public sessions of the Board with an audio or video tape recorder or a still or motion picture camera, unless the Board finds that the recording cannot continue without noise, illumination or obstruction of view which constitutes or would constitute a persistent disruption of the proceedings.

GC 54953.5

Adopted 05-18-94

2415.11 Broadcast.

- a. Broadcast of public sessions shall be permitted unless, or in the absence of, a finding by the Board that the broadcast cannot be accomplished without noise, illumination or obstruction of view that would constitute a persistent disruption of the proceedings.
- b. The Board may direct the termination of broadcasting if it finds that the process is substantially and persistently disrupting the Board proceedings.

GC 54953.6

Adopted 05-18-94
 Amended 03-23-11

2416. PARLIAMENTARY PROCEDURE.

- a. **Robert's Rules of Order.** The rules contained in Robert's Rules of Order Newly Revised, shall govern the proceedings and conduct of the meetings of the Board of Trustees and its committees in all cases that are not covered in or by the rules of Standing Orders of the Board of Trustees. However, the President and Vice-President shall vote, and Robert's Rules shall govern except as superseded by law or regulation, provided that any noncompliance by the Board with Robert's Rules of Order shall not be deemed to invalidate any otherwise lawful act of the Board.

- b. **Sponsorship of a Motion by the Chair.** The Chair of the applicable meeting may be the maker of a motion only if it is included in the posted agenda for the meeting, and may speak to the motion only if the Chair yields the gavel to another Board member.

Order of Debate

The maker and seconder of the motion shall be recognized first by the Chair if they wish to speak to the motion.

The Chair shall call upon staff for any presentation regarding a motion.

The Chair shall then call upon Board members successively who wish to comments or ask questions regarding the motion.

The Chair shall then call upon public speakers and representatives from the employee organizations for their comments.

The Chair shall then call upon Board members successively for any further debate, comments or questions.

In order to ensure the ability to record the meeting accurately and subsequent preparation of the minutes, anyone who wishes to speak, including Board members, must first be recognized by the Chair, and only one person shall be allowed to speak at a time.

Adopted 03-23-11

2417. SUSPENSION OF BOARD RULES.

Any section or sections of Board Rules may be suspended by vote of at least four members of the Board.

Adopted 12-29-70

Amended 03-23-11

2418. AMENDMENT OR REPEAL OF BOARD RULES.

An affirmative vote of at least four members of the Board shall be necessary to amend or repeal Board Rules, and such action shall be taken only if notice of such proposed amendment or repeal has been given at a previous regular Board meeting.

Adopted 12-29-70

Amended 02-16-83

2418.10 Changes of Division Location or Job Titles.

When changes in division, location or job titles occur, reference to former division, location or job classification titles in the Board Rules shall be deemed to include reference to the newly designated titles. All existing Board Rules may be reprinted to indicate the newly designated titles.

Adopted 12-29-70

Amended 02-16-83

2418.11 Minor Corrections to Board Rules.

The Office of General Counsel, the location responsible for maintaining and distributing adopted and amended Board Rules, is authorized to make minor corrections to Board Rules adopted or amended by the Board of Trustees, which do not alter the intended meaning of the Board Rule, prior to distribution. "Minor corrections" includes correcting grammatical errors, punctuation errors and errors in numbering sequences. Any corrections made to Board Rules by the Office of General Counsel are subject to review by the Chancellor.

Adopted 08-08-01

2418.12 Regular Rule Review.

The Chancellor and his or her designee(s) are responsible for periodic review of Board Rules, Administrative Regulations and procedural guides. The Chancellor shall adopt a regulation specifying a schedule and the appropriate positions for conducting these reviews.

Adopted 02-21-07

2419. SMOKING/NONSMOKING POLICY.

The Chancellor shall adopt regulations to prohibit the smoking of tobacco, plant, or processed substance, or the use of comparable, personal, vapor-generating devices in the District's buildings, offices, and any other enclosed spaces throughout the District, and limit such activity to a maximum of four locations on any campus.

Adopted 02-02-72
Amended 11-26-85
Amended 03-12-14

2420. GUN-FREE CAMPUSES.

Possession or display of firearms of any kind shall not be allowed on the principal campuses of the District except by law enforcement officials, for theatrical performances, or by others that may have been issued a license or permit that allows the possession of a firearm on campus. This prohibition shall apply even where a firearm is not operational.

Adopted 08-21-13

LOS ANGELES COMMUNITY COLLEGES
BOARD RULES, CHAPTER II, ARTICLE V
COMMUNICATIONS TO THE BOARD

2500. WRITTEN COMMUNICATIONS TO THE BOARD.

Written communications to the Board shall be processed consistent with the following regulations.

Adopted 04-28-70
Amended 08-11-99

2500.10 Processing.

Any written communication to the Board of Trustees that has not been orally presented to a meeting of the Board and that is signed and bears the address of the person signing the communication shall be processed in a report to the Board by the Chancellor.

Adopted 04-28-70
Amended 02-04-76
Amended 08-11-99

2500.11 Disposition.

The disposition of any written communication processed in a report to the Board shall be made by the Board at any meeting.

Adopted 04-28-70
Amended 08-11-99

2500.12 Acknowledgment.

Unless the Board directs otherwise, the Chancellor shall acknowledge the receipt of a written communication and inform the writer regarding the disposition.

Adopted 04-28-70
Amended 02-04-76
Amended 08-11-99

2500.13 Charges or Complaints.

Any statement containing a personal charge or complaint against an officer or an employee of the District which is in writing, verified by the

complainant, shall be filed with the Chancellor, as Secretary of the Board of Trustees.

Adopted 04-28-70
Amended 02-04-76
Amended 08-11-99

2500.14 Claims for damages.

Claims for damages against the Board of Trustees, the College District, officers, or employees, filed as a prerequisite to a lawsuit, shall be reported to the Trustees in summary form.

Adopted 04-28-70
Amended 08-11-99

2501. ORAL COMMUNICATIONS.

To facilitate the orderly conduct of the public meetings and expedite conducting the necessary business of the District, and to allow the free exchange of ideas between the Board and its constituents, the following rules shall govern oral presentations by person wishing to speak before the Board of Trustees:

EC 72121.5

Adopted 04-28-70
Amended 01-19-00

2501.10 General Procedures.

Persons who wish to address the Board on District-sponsored agenda items or public agenda items may do so pursuant to the following rules:

- a. The person shall present a request to the Chancellor as Secretary of the Board or designee giving his/her name, address, and telephone number by 10:00 a.m. on the day of the Board meeting. The request shall include the name of the organization or group represented, if any, and a statement related to the agenda item to be addressed.
- b. During any single meeting, such persons may address the Board once on one or more District-sponsored agenda items and/or once on one or more agenda items sponsored by a member of the public pursuant to Board Rule 2407.12. He or she may speak for up to three minutes maximum on all agenda items,

whether District-sponsored and/or sponsored by a member of the public, plus any additional time to address collective bargaining matters as discussed in Board Rule 2501.11(e). At the discretion of the Board members, time may be extended. If there is not a majority to extend the time, the three minute rule as specified above will apply.

- c.** Individuals and/or groups wishing to lodge charges or complaints against officers and/or employees of the District shall sign such complaints under penalty of perjury and shall submit same in writing to the Board of Trustees through the Chancellor as the Secretary of the Board. Such charges or complaints may be considered by the Board of Trustees in closed sessions.
- d.** A public speaker may be cautioned that applicable due process rights apply to public employees, and that speakers are encouraged to focus on matters within the Board's jurisdiction, rather than private or unrelated matters.
- e.** No member of the audience may speak without the recognition of the President of the Board.
- f.** Profanity, obscenity, and other offensive language are not condoned and may be ruled out of order by the President of the Board or presiding officer. Physical violence directed towards any persons or property is not condoned and shall be submitted to the City Attorney's or District Attorney's office (whichever has jurisdiction) for investigation and possible prosecution.
- g.** Nonscheduled substitutes may not speak in place of scheduled speakers unless alternates have been submitted on the original request or a majority of the Board authorizes the substitute speaker.
- h.** Twenty minutes shall be the maximum time allotment for any one agenda item regardless of the number of speakers. At the discretion of a majority of the Board Members, the time may be extended. If there is not a majority vote to extend the time, the twenty minutes maximum rule will apply.

- i. Three minutes plus any additional time to address collective bargaining matters as discussed in Board Rule 2501.11(e) shall be the maximum time allotment for any one public speaker regardless of the number or types of items addressed. At the discretion of a majority of the Board members, the time may be extended.

Adopted 04-28-70
Amended 02-04-76
Amended 05-04-77
Amended 01-23-80
Amended 12-01-82
Amended 05-18-94
Amended 05-15-96
Amended 01-19-00
Amended 06-24-15

2501.11 Agenda and Public Agenda Speakers.

Persons who have complied with Section 2501.10 may speak to items appearing on the agenda as follows:

- a. Speakers will be recognized before the President of the Board calls for a vote on the item.
- b. The Chancellor as Secretary of the Board may invite individuals desiring to address the Board of Trustees to seek advice and counsel from one of the District administrators prior to their presentations to the Board of Trustees.
- c. Except for those people recognized by the Board as resource persons and those who may address collective bargaining proposals under established rules for speakers on collective bargaining proposals under (e) below, each speaker coming before the Board is limited to one presentation to the Board regarding the District's agenda item(s) and agenda item(s) pursuant to Board Rule 2407.12 per meeting.
- d. If a person has addressed a committee meeting where the membership of the committee was exclusively composed of members of the Board of Trustees that person may not subsequently address the Board on the same item, unless a majority of the Board members present at the time the matter is before the entire Board find that the item as

presented has been substantially changed since the committee heard the item.

- e. If a speaker would like additional time beyond the three minutes granted under Board Rule 2501.10 in order to address collective bargaining issues, he/she may use the following additional time, as appropriate, to address collective bargaining issues:
 - 1. Speakers may be allowed up to one additional minute at a meeting in which the Board is scheduled to take action on each proposal by the District; and
 - 2. Up to one additional minute for each initial proposal from a collective bargaining unit at the meeting in which the initial proposal is presented.

Adopted	04-20-70
Amended	02-04-76
Amended	01-23-80
Amended	12-01-82
Amended	05-18-94
Amended	01-19-00
Amended	06-24-15

2502. RULES OF DECORUM.

2502.10 Interruption of Board Meetings.

In the event that any meeting is willfully interrupted by the actions (as opposed to the content of any speech) of one or more persons so as to render the orderly conduct of the meeting unfeasible, the person(s) may be removed from the meeting room.

Before removal a warning and request that the person(s) curtail the activity will be made by the President of the Board or presiding officer. A decision to have a person(s) removed from the meeting room shall be made by vote of the Board. Decisions to remove someone from the meeting room shall be based on a finding by the Board that the person is violating this Board Rule, of which the person knew or should have known, and that such activity was intentional and substantially impaired the conduct of the meeting. Such finding shall be made by a vote of the Board.

Removal from the meeting room shall be limited to the day of the meeting in question.

If appropriate, criminal charges under Penal Code Section 403 (willfully disturbing a public meeting) will be filed against the person.

EC 72121.5, 72231 and 72233 Government Code
Section 54957.9 Penal Code Section 403

Adopted 01-23-80
Amended 07-01-81

2502.11 Withdrawal of Right to Address the Board.

Speakers or other persons who are in attendance at a meeting of the Board, who engage in conduct which the speaker or person knows or should know is in violation of any of the provisions of the Article, may be denied the opportunity to speak to the Board pursuant to the following procedures:

- a. Notice of this rule must be communicated to the speaker or person;
- b. Following such notice, any speaker or member of the audience whose conduct continues to violate any provisions of this Article may be directed by the Chair to cease such conduct;
- c. Following such direction, any such speaker or member of the audience whose conduct continues to violate any provisions of this Article will be subject to removal from the podium, if he/she is at the podium, and removal from the audience (in accordance with Section 2502.10). In addition, the speaker or member of the audience may be denied the opportunity to address the Board for the remainder of the meeting in question and the next following meeting.
- d. Before removing a speaker from the podium or suspending a speaker's right to orally address the Board, the Board shall make a finding that the speaker or other person violated or is violating a provision of Article V, of which the persons knew or should have known, and that such activity was intentional. Such a finding shall be made by a vote of the Board.
- e. Before denying a speaker the opportunity to address the Board at its next following meeting, the Board shall refer to an ad hoc

committee the question of whether it is necessary to impose this additional sanction.

The speaker shall have the right to appear before the committee at an interim hearing at a mutually convenient time to be heard on the issue of whether the speaker's opportunity to address the Board at its next following meeting should be denied.

The ad hoc committee shall be composed of up to three trustees who shall be appointed by the Board president. The committee shall consider at an interim hearing whether the additional sanction is necessary, and shall make a recommendation to the Board at its next following meeting.

The committee may recommend denial of a speaker's opportunity to be heard at the next following meeting, or the committee may recommend that the speaker be permitted to be heard with or without restrictions at the next following meeting. Any such restrictions shall be reasonable and shall be related to the offending conduct.

The committee shall not recommend denial of a speaker's opportunity to be heard at the next following meeting unless the committee finds that there is a substantial likelihood the violation will recur and that the violation would materially and substantially disrupt the functioning of the Board.

A record of the interim hearing of the committee shall be made in the same manner as in the Board's proceedings.

The Board shall consider the committee's recommendation and act by vote at its next following meeting. The speaker or his/her representative may also address the Board on this issue. If the Board finds that there is substantial likelihood the violation will recur and that the violation would materially and substantially disrupt the functioning of the Board, it may impose the additional sanction or it may permit the speaker to be heard subject to reasonable restrictions that relate to the offending conduct. If a speaker is permitted to address the Board and violates such reasonable restrictions, the Board, on a

majority vote, may impose the additional sanction.

- f.** On a second or additional offense within any 12 month period, and following the same procedures set forth above, a person may be prohibited from orally addressing the Board for the remainder of the meeting in question and for the next two meetings following the offense.
- g.** Any person whose right to address the Board orally has been suspended may communicate with the Board, through the Chancellor as Secretary of the Board, in writing. In addition, any such person may submit a written request to the Chancellor as Secretary of the Board that the Board's action to suspend speaking rights be reconsidered. Such a request will be considered by the Board at the next meeting following receipt of the written request, providing the request is received in time to notice the item for consideration on the Board's agenda.

Adopted	01-23-80
Amended	07-01-81
Amended	09-02-81
Amended	01-19-00

LOS ANGELES COMMUNITY COLLEGES
BOARD RULES, CHAPTER II, ARTICLE VI
COMMITTEES OF THE BOARD OF TRUSTEES

2604. COMMITTEE OF THE WHOLE.

The Committee of the Whole shall consist of all members of the Board of Trustees.

Adopted 09-08-70
Amended 02-04-76

2604.10 Chair of the Committee of the Whole.

The Vice President of the Board shall be the chairperson of the Committee of the Whole.

Adopted 09-08-70
Amended 02-04-76
Amended 03-23-11

2604.11 Meetings.

The Committee of the Whole shall meet at such times as called by the President of the Board or as determined by the Board of Trustees.

Adopted 09-08-70
Amended 01-05-71

2604.12 Charge.

The charge for the Committee of the Whole shall be to review District-wide standards and performance for efficiency and quality.

Adopted 08-21-13

2605. COMMITTEE OF THE BOARD.

A. Membership of Committees. The President of the Board may appoint Board Members to designated standing committees, and to ad hoc committees as may be necessary, as determined by him or her and appoint a chairperson and two committee members to each committee. The President of the Board may also appoint an alternate member to each standing and ad hoc committee who shall only exercise the

rights and privileges of the regular member in the absence of a regular member.

- B. Expanded Ad Hoc Committees. The formation of an ad hoc committee that will include members who are not Board Members requires a majority vote of the Board of Trustees.

Adopted 09-08-70
Amended 06-22-88
Amended 08-06-03
Amended 03-23-11

2605.10

The primary function of each standing committee is articulated in Board Rule 2605.11.

Matters may be referred and taken up in committees by assignment from the President of the Board or in accordance with Robert's Rules of Order.

- a. No meeting of a standing committee may occur if an agenda is not posted 72 hours in advance of the committee's meeting date, in accordance with Government Code Section 54954.2.
- b. Each chairperson of a standing committee is responsible for preparing and forwarding to the Chancellor's Office an agenda for any meeting of a standing committee. The agendas shall be presented to the Chancellor's Office seven calendar days before the scheduled committee meeting in order to allow for printing, posting and distribution of the agenda.
- c. Standing committees may recess or adjourn to closed session in accordance with law and these Board Rules.
- d. Members of the public may address matters on the agenda of any meeting of a standing committee for a maximum of three minutes prior to or during the committee's consideration of the item.
- e. The Board's rules contained in Chapter II, Articles IV and V shall apply to meetings of standing committees.

Adopted 09-08-70
Amended 06-22-88
Amended 08-23-89
Amended 03-23-11

2605.11 Standing Committees.

- a. In addition to the Committee of the Whole, the four standing committees made up solely of Trustees of the Board shall be Institutional Effectiveness and Student Success, Budget and Finance Legislative and Public Affairs, and Facilities Master Planning and Oversight.
- b. The Institutional Effectiveness and Student Success Committee fulfills an advisory, monitoring and coordinating role regarding accreditation, planning, student success and curriculum matters. The committee's responsibilities include the coordination of accreditation activities, oversight of District-wide planning processes and all issues affecting student success, academic policies and programmatic changes. Its specific charge is to:
 - i. Review and approve a coordinated timeline for institutional effectiveness and accreditation planning processes throughout the District;
 - ii. Review and provide feedback on indicators of institutional effectiveness so that common elements, themes, and terms can be identified, reviewed and agreed upon;
 - iii. Monitor college compliance with the Standards of Accreditation of the Association of Community Colleges and Junior Colleges;
 - iv. Monitor existing planning and evaluation practices relative to student completion initiatives;
 - v. Facilitate the review, update and revision of the long-range strategic plan and goals every five years;
 - vi. Discuss potential new or revised curricular programs and services within the District, and encourage the development of new programs and services as may be appropriate; and
 - vii. Consider and discuss other related matters as may be deemed appropriate by the Committee Chair in consultation with the Chancellor and President of the Board.

- c. The Budget and Finance Committee will review and make timely recommendations to the Board prior to the Board's adoption of budget and financial reports as required by law, review general financial considerations and potential consequences to the District, and review the work of the Internal Audit Unit. Its specific charge is to:
 - i. Review and recommend adoption of the Tentative Budget to the full Board by July 1st of each year.
 - ii. Review and recommend adoption of the Final Budget to the full Board by September 15th of each year.
 - iii. Review and recommend the acceptance of the annual financial audits for both the general financial operation of the District and the bond program's financial audit to the full Board;
 - iv. Review Quarterly Financial Reports;
 - v. Review Internal Audit Reports semi-annual and/or quarterly;
 - vi. Receive Information on bond financing issues;
 - vii. Review revenue-generating plans and/or the development of public/private partnerships; and
 - viii. Consider and discuss other related matters as may be deemed appropriate by the Committee Chair in consultation with the Chancellor and President of the Board.
- d. The Legislative and Public Affairs Committee will consider potential legislative initiatives and monitor potential and pending legislation that may affect the District's interests. Its specific charge is to:
 - i. Make recommendations and consider proposals regarding legislative initiatives for the benefit of the District;
 - ii. Make recommendations and review proposed state and federal statutory and regulatory legislation;
 - iii. Review the effectiveness of authorized lobbying efforts on behalf of the District;

- iv. Review and make recommendations regarding public relations efforts for the District; and
 - v. Consider and discuss other related matters as may be deemed appropriate by the Chair in consultation with the Chancellor and President of the Board.
- e. The Facilities Master Planning and Oversight Committee will provide policy guidance and program oversight for the maintenance and review of physical infrastructure tied to educational master plans, as well as the LACCD Sustainable Building Program including, but not limited to, review and approval of college master plans, district energy and sustainability goals, bond program management including compliance with the California Constitution and District cost principles, and project design concepts. The committee's specific charge is to:
- i. Act as the public forum for presentations on the college master plans and environmental impact reports in preparation for formal approval of master plans, certification of environmental impact reports, and related, necessary actions;
 - ii. Facilitate discussion on compliance with Board-established sustainability and energy goals to further advance sustainability and energy goals for the infrastructure and curriculum as new concepts and technologies are brought forward;
 - iii. Receive reports on accomplishments and general policy compliance, hear policy issues, receive briefings on technical bonds matters such as insurance, labor compliance, tax law and project list compliance and any other matter related to the District's sustainable building program;
 - iv. Receive formal conceptual design presentations on each new building and remodeling project with budgets in excess of \$5 million prior to approval of the design concept; and
 - v. Consider and discuss other related matters as may be deemed appropriate by the Chair in consultation with the Chancellor and President of the Board.

Adopted 03-23-11
Format correction 07-08-13
Amended 08-21-13

2605.20

Ad hoc committees may serve for only such specific purposes as they are convened by the President of the Board of Trustees. Ad hoc committees shall meet during the period of time designated by the President of the Board of Trustees for the accomplishment of a specific task, after which they will be dissolved. Ad hoc committees of the Board of Trustees, which are less than a quorum and composed solely of Board members, may be closed to the public.

(Henderson v. Los Angeles City Board of Education, 78 Cal. App. 3d 875 (1978))

Adopted 06-22-88
Amended 03-23-11

2606. CITIZENS ADVISORY COMMITTEE.

The Board of Trustees may establish citizen advisory committees as they determine necessary to assist in Board-related matters.

Adopted 03-24-76

2607. STUDENT AFFAIRS COMMITTEE.

2607.10 Composition of Committee and Voting Rights.

1. The Student Affairs Committee shall consist of:
 - a. The Student Board Member of the Board of Trustees.
 - b. A regular Board Member appointed by the President of the Board, who shall serve as a non-voting member of the Student Affairs Committee.
 - c. A second regular Board Member assigned as an alternate, in case the other regular Board member is unable to attend a meeting of the Student Affairs Committee.

The regular Board Members, and the alternate, shall not have voting rights on the Committee.

- d. The Presidents of the Associated Student Organizations.
 - 1) One designee shall be appointed by the ASO President to serve on this committee in the absence of the President during his/her term of office.
 - 2) Each ASO President or their designee shall have voting rights.
- e. The Associate Vice Chancellor of Instructional and Student Support Services, a Vice President of Student Services, and an ASO Advisor. These individuals shall serve as advisors and shall not have voting rights on the committee.

- 2. The Student Board Member of the Board of Trustees shall be the committee chairperson. The chairperson shall vote only to break ties. During the absences of the Student Board Member, a chairperson shall be selected from among the Associated Student Organization Presidents or their student designees on an ad hoc basis.

Adopted 03-29-78
Amended 08-29-79
Amended 03-19-86
Amended 05-15-96
Amended 09-04-02
Amended 11-03-04

2607.11 Meetings.

The Student Affairs Committee shall meet at least once each calendar month at a time, date, and place decided upon by committee. Meetings may be held at the administrative offices or one of the colleges.

Adopted 03-29-78
Amended 03-14-79
Amended 08-29-79
Amended 05-22-02

2607.12 Agenda.

The chairperson shall notify committee members of the meeting time, date and place at least one week in advance. A tentative agenda and other communications, recommendations, and reports may be included.

Adopted 03-29-78
Amended 08-29-79

2607.13 Reports.

The committee chairperson shall prepare a monthly written report to be distributed to ASO officers, all college newspapers, the Chancellor, Board of Trustees, and other interested individuals.

Adopted 03-29-78
Amended 08-29-79

2607.14 Functions.

This committee shall have the right to consider all matters which impact upon student life. These may include but will not be limited to areas such as the teaching and learning environment, co-curricular and extracurricular activities, student services, etc.

Adopted 03-29-78
Amended 08-29-79

2607.15 Ad Hoc Committees.

a. Appointment

- 1) Ad Hoc Committees can be appointed by the Student Board Member each year, subject to the approval by majority vote of the Student Affairs Committee.
- 2) The Student Board Member shall charge the ad hoc committee with a specific task to be accomplished and shall establish a time line for completion of said task.

b. Eligibility

Any student in good standing in the Associated Student Organization can be approved as a member to an ad hoc committee. However, only members of the Executive Board of the

Associated Student Organization can chair an ad hoc committee.

c. Nominations

- 1) Any Associated Student Organization member in good standing may submit nominations for membership in any ad hoc committee to the Student Board Member.
- 2) The Student Board Member, after considering all the nominations, shall appoint the chairperson and the members of each ad hoc committee subject to the approval by majority vote of the Student Affairs Committee.
- 3) In the event that a student appointment is not approved by majority vote by the Student Affairs Committee, nominations shall be reopened.
- 4) The Student Board Member shall make the final determination as the total number of members in each ad hoc committee.

Adopted 03-19-86

ARTICLE VII

THE FLAG

2700. PROVISIONS FOR FLAGS ON COLLEGE CAMPUSES. The Board of Trustees shall provide that suitable Flags of the United States and the State of California be raised appropriately on each college campus. In addition, a smaller but suitable United States Flag shall be provided for each classroom and auditorium or similar room used for assemblies on the college campus.

EC 82504

Adopted 12-09-69
Amended 08-06-80

2701. RAISING OF FLAGS. The Flag shall be raised before the opening of classes and taken down before sunset each school day, weather permitting.

EC 82504

Adopted 12-09-69

2701.10 Policy on Flag. The Flag of the United States and the Flag of the State of California shall be lowered to half staff only at the direction of the President of the United States, the Governor of California, the Chancellor of the California Community Colleges, the Chancellor of the Los Angeles Community College District, or the college President.

Adopted 12-09-69
Amended 08-06-80
Amended 12-07-05

2702. PLEDGE OF ALLEGIANCE. There shall be a pledge of allegiance to the Flag of the United States in all assemblies and public meetings in each college of the District.

Adopted 12-09-69
Amended 08-06-80

2703. RESPECT FOR FLAG. The College President is responsible for proper care and respect for the Flag of the United States on each college campus. Any desecration of the Flag shall be reported to the President who shall take appropriate disciplinary action.

Adopted 12-09-69
Amended 08-06-80

ARTICLE VIII

NAMING OF COLLEGES AND FACILITIES

2800. NAMING OF COLLEGES. The Chancellor shall recommend to the Board of Trustees the name to be given to a new college, and recommendations for changing names of existing or proposed college sites.

Adopted 06-30-70
Amended 08-06-80

2801. NAMING OF BUILDINGS AND FACILITIES COMPONENTS.

A. Buildings may be named by action of the Board of Trustees on recommendation of the College President:

1. To recognize distinguished service to the LACCD and /or the community;
2. In memoriam to an individual or family that has contributed in some manner to the community, state, or nation;
3. As recognition for a donation of 50% or more of the total project cost (or a lesser amount on recommendation of the college President) of a new building construction, or of a major building wide renovation. Any action naming a building after a for-profit entity, not an individual or family, when LACCD tax exempt bonds or certificates of participation proceeds are used to finance or improve the new building construction or major building renovation shall require consultation with LACCD Bond Counsel prior to authorization of the board action.

Adopted 06-30-70
Amended 08-06-80
Amended 01-14-04
Amended 06-30-10

B. Parts of buildings or particular areas (wings, classrooms, patios, gardens or other identifiable features) may be named by action of the Board of Trustees on recommendation of the College President:

1. To recognize distinguished service to the LACCD and /or the community;
2. In memoriam to an individual or family that has contributed in some manner to the community, state, or nation;
3. As recognition for a donation, usually of an amount that equals or exceeds 50% of the cost of the specified building feature to be named. Any action naming a part or particular areas of a building after a for-profit entity, not an individual or family, when LACCD tax exempt bonds or certificates of participation proceeds are used to finance or improve the building construction or major renovation shall require consultation with LACCD Bond Counsel prior to authorization of the board action.
4. The following schedule shall serve as a guideline, consistent with the recommendation of the College President.
 - a. As recognition for a donation of \$500,000 and above for a building wing or floor;
 - b. As recognition for a donation of \$100,000 and above for an auditorium, theatre, or similar major building component;

Adopted 06-30-70
Amended 08-06-80
Amended 01-14-04
Amended 06-30-10

- c. As recognition for a donation of \$50,000 and above for a major lecture hall, classroom or similar building feature;
- d. As recognition for a donation of \$25,000 and above for a standard classroom or laboratory space;
- e. As recognition for a donation of \$10,000 and above for a conference room or office space;
- f. As recognition for a donation of \$500 and above for recognition on a wall of honor in a building of the donor's choosing.

C. Naming of buildings or facilities components in honor of an employee or trustee of the District will occur only posthumously, or after separation from the District for at least three years, or upon a finding by the Board of Trustees that the individual has contributed in an extraordinary manner, above and beyond the call of duty, to benefit the interests of the college. In any case, names on buildings or building features shall be limited to the use of the family name, unless the naming occurs posthumously.

D. Names on buildings and building features may be maintained if feasible through subsequent remodeling and/or renovation projects that may occur, at the option of the applicable college's president. If it is determined that names cannot be preserved due to major alteration or demolition, each college may make a suitable arrangement to preserve the name on a monument, plaque, or tablet specifically created for this purpose.

Adopted 06-30-70
 Amended 08-06-80
 Amended 01-14-04
 Amended 06-30-10

- E. An agreement between the District and the donor shall be prepared in writing to memorialize the conditions associated with a donation that results in the naming of a building or building feature. Copies of the agreement shall be maintained at the college and at the District's central facilities office.

Adopted 06-30-70
Amended 08-06-80
Amended 01-14-04
Amended 06-30-10

ARTICLE IX

GENERAL PROVISIONS

2900. ACTIVITIES WHILE TRAVELING ON DISTRICT FUNDS. All people associated with the Los Angeles Community College District traveling on District funds shall not knowingly patronize any facility that discriminates in its membership policy based upon race, religion, national origin, or sex.

Adopted 03-28-73

Amended 08-06-80

2901. REIMBURSEMENT TO JOB CANDIDATES FOR TRAVEL EXPENSES

A. Candidates for senior executive employment positions may be reimbursed for travel expenses associated with attending interviews with District selection processes in accordance with regulations issued by the Chancellor. In addition, the Chancellor, or his or her designee, shall have discretion to make travel payments to vendors on behalf of senior executive employment candidates, or to pay for teleconferencing expenses.

B. Such regulations shall define the applicable senior executive positions eligible for reimbursement, the amounts reimbursable to job candidates, and the appropriate procedures for requesting reimbursement from the District.

Adopted 05-23-01

2902. AUTHORIZATION TO ADOPT AND IMPLEMENT ADMINISTRATIVE REGULATIONS. The Board authorizes the Chancellor to adopt and implement administrative regulations when he/she finds regulations are necessary to implement existing Board Rules and/or a particular policy is needed which does not require specific Board authorization. This authority extends retroactively to include administrative regulations which have been adopted under the Chancellor's authority to date.

Adopted 03-06-02