

Category:	Governance	Process Number:	G-01
Title:	Parliamentary Procedure		
Adopted:	January 9, 2018	Resolution:	18-01-05
Revision:	May 9, 2022	Resolution:	22-05-01
	April 14, 2025	Resolution	25-04-01

The Board's parliamentary procedure is based on Robert's Rules of Order 12th Edition. When appropriate, the procedures for small boards apply. California law and regulation take precedence over parliamentary procedure rules. The following parliamentary rules also apply to the Board's meetings:

1. A quorum must be present for a meeting to begin and to continue. The minimum number of members constituting a quorum is a majority of nine seats which is five.
2. Each member participating in a decision must be given an opportunity to provide input.
3. All members, including the Chair, must vote or abstain for matters requiring a formal vote.
4. Members may nominate and vote for themselves for board positions.
5. All violation decisions and Board resolutions must be documented by a recorded vote.
6. Motions may have, but do not require, a second.
7. Meetings adjourn upon notice by the Chair. If all business for the day is complete, a vote is not required. A vote must be taken to end a meeting early if there is business to be continued to another day.
8. Committees may not consist of more than two board members.

Monitoring Method: Staff
Frequency: Biennial