



SAN DIEGO COMMUNITY COLLEGE DISTRICT

Policy 1020
September 23, 2004

TRUSTEE ADVISORY COUNCILS, POLICIES AND BYLAWS GOVERNING THE FORMATION AND OPERATION

ARTICLE I. STATEMENT OF POLICY

Section 1. Purpose/Scope

The purpose of this policy is to establish a Trustee Advisory Council to facilitate communication among citizens, Board members, and educators.

The Board of Trustees is desirous of receiving advice from a Trustee Advisory Council regarding educational needs of the citizens of our community as well as the determination as to whether or not the curricular offerings and the support services and programs provided by the Community College District meet those identified needs that the college/center is to serve. The purpose of the Trustee Advisory Council is twofold: (1) to advise the Board on community attitudes, opportunities, and needs; (2) to advise individual Board members on whether the programs are meeting the needs of the citizenry.

It is the Board's intention to inform the Council in a timely manner as to the action taken upon its recommendations.

Section 2. Statement of Policy/Definition

The educational system within the Community College District has been developed to serve the needs of the citizens of the community. To improve communication among the Board of Trustees, the educational establishment, and the citizens, the Board establishes a Trustee Advisory Council. It is assumed that, through improved communication and dialogue, greater understanding will result, thereby effecting changes in the educational programs and services to meet the needs of the community and the citizenry served.

The function of the Trustee Advisory Council is advisory, to assist in the achievement of greater understanding and communication. To this end, the Board establishes a Trustee Advisory Council to advise the Board on matters of concern in the development and implementation of educational programs and services for the District.

Communication shall be conducted in the following manner:

Communications from the Trustee Advisory Council to the Board of Trustees shall be through noticed meetings, through public hearings, and written communications for the Board docket.

Section 3. Policy Adoption/Revision

The origin, review, and adoption/revision of this policy are with the Board of Trustees.

Section 4. Legal References

Brown Act, California Government Code 54950 et seq.

ARTICLE II.
FORMATION OF TRUSTEE ADVISORY COUNCIL

Section 1. Name

The name of the Council shall be the Trustee Advisory Council.

Section 2. Purpose

The Trustee Advisory Council shall be for the purpose of improving communication between the Board of Trustees and the community, including the educational establishment, and to serve as advocates to the community, the citizens and decision-makers so as to ensure that the District's educational programs and services meet the needs of the community and the citizenry to be served.

Section 3. Composition

The Council shall consist of no less than fifteen (15) nor, no more than thirty-five (35) members.

Section 4. Qualification of Council Members

Interested persons, who are not employees of the District, who possess a desire and ability to work with others for the general good and welfare of the community, and are willing to uphold the basic policies and abide by the Council Policies and Bylaws, may be nominated for Council membership.

Section 5. Nomination and Appointment of Council Members

Each voting member of the Board of Trustees may nominate up to seven (

7) members to the Trustee Advisory Council. Nominations must be made at least 10 days prior to a Regular or Special meeting of the Board of Trustees as defined in Sections 1001.17 and 1001.18 of [Policy 1001](#), Board Organization and Meetings at which the nomination(s) will be considered by the entire Board.

Unless a nomination is found to be unacceptable by at least four Trustees, the Board of Trustees shall appoint the member to the Council. In the event a nomination is found to be unacceptable by at least 4 Trustees, the Board of Trustees shall reject the nomination. For the purposes of this section, the act of appointment is deemed an action by the Board of Trustees, as defined in Section 1001.10 of Policy 1001.

All appointments shall be made at a Regular or Special meeting of the Board of Trustees, as defined in Policy 1001, Sections 1001.17 and 1001.18.

Section 6. Term of Office

Council members serve at the discretion of the Board of Trustees. Upon appointment, a Council member shall serve continuously until his/her appointment is rescinded by the Board of Trustees or until the nominating Board member's term on the Board of Trustees ends.

Section 7. Vacancy in Office

Any vacancy on a Council shall be filled by nomination and appointment in accordance with Section 5.

Upon majority vote of the Council, a recommendation may be made to the appointing Trustee to secure a replacement for a member who has missed three (3) successive Council meetings.

Section 8. Officers

The officers of the Council shall be President, Vice President, Executive Secretary, and such other officers as deemed necessary by the Council. The President and Vice President shall be elected at the first (1st) meeting held by the Council each year and shall hold office until the next election.

1. The President shall preside at all meetings of the Council at which he/she is present and able to carry out the duties of the office. The President shall perform such duties and exercise such powers as usually pertain to the office and shall also have such additional powers as may be granted by the full Council. The presidency should rotate among the members on a regular basis.
2. The Vice President shall preside at all meetings of the Council in the absence of the President and shall perform such other duties as may be enjoined upon

him/her by the Council. In the case of the absence of the President or if there be a vacancy in the office of the President, all the powers and duties of that office shall devolve upon the Vice President who shall continue to exercise such powers and duties until the President returns or the vacancy is filled.

3. In the case of absence, disability, or refusal to act, of the President and the Vice President at any meeting of the Council, the members present may elect, by majority vote of the members voting, a President Pro Tem for that meeting.
4. An employee of the San Diego Community College District shall serve as the Executive Secretary and a nonvoting ex officio member of the Council. With the approval of the President, the Executive Secretary shall be responsible for the development of the meeting agenda, minutes, and other administrative services in support of the Council.

ARTICLE III. MEETINGS

Section 1. Frequency

The Trustee Advisory Council will meet twice each academic year at dates and times to be set by the Board of Trustees. The Board may cancel any meetings of Advisory Council with at least 24 hours notice. The District Office will work in conjunction with campuses to coordinate locations and logistics for each meeting.

Section 2. Public Meetings

All Regular and Special meetings shall be open to the public and shall be subject to the provisions as set forth in the Ralph M. Brown Act with respect to public discussion and disclosure of items concerning the business of the Council.

Section 3. Notification

Notification of all Regular meetings shall be prepared, posted and distributed at least 72 hours prior to the meeting. The notification shall list the meeting location, time, and the agenda of all items to be reviewed and discussed by the Council. Such notification shall be posted in three (3) public places within the District as well as being forwarded to members of the Board of Trustees and the Chancellor of the San Diego Community College District.

Section 4. Special Meetings

Special meetings may be held at the call of the President of the Council, the Executive Secretary, or upon a call issued in writing and signed by a majority of the members of the Council. No business shall be transacted at a Special meeting other than that specified in the call. The date set for any Special meeting shall be at least 24 hours subsequent to the completion of the call.

Section 5. Closed Sessions

At any Regular or Special meeting, the Council may adjourn to closed

session only with the written authorization of the Board of Trustees to receive information, in private, regarding matters pertaining to personnel, litigation, and other items authorized by the Ralph M. Brown Act.

Section 6. Order of Business

At duly authorized meetings of the Council, the President shall take the chair at, or as close as is practicable after, the time appointed for the meeting and shall call the meeting to order.

Section 7. Action by the Council

The Council may take action on matters properly before it only in public at a Regular or Special meeting. The authority of the Council may only be exercised as a Council and only at such meetings or executive sessions as duly and legally constituted. Individual members, acting in their individual capacities, have no authority to commit the Council to any course of action or recommendation.

The Council acts in a purely counseling and advisory capacity and its findings and recommendations are not binding on the Board. Communication shall be conducted in the following manner:

Communications from the Trustee Advisory Council to the Board of Trustees shall be through noticed meetings, through public hearings, and written communications for the Board docket.

All findings and recommendations of the Council, including minority reports, shall be submitted to the Board as a communication and shall appear as such on a public docket of the Special Information Meeting of the Board held next after receipt of the communication by the Board. If a Council communication challenges the personal capacity of an employee to render service to this Board, involves a College District matter being litigated in the courts, or concerns the reputation of a student or former student of this College District, it shall not be placed on the public docket, but shall be offered for private consideration of the Board of Trustees in an Executive Session.

Section 8. Recordings of Proceedings

1. Written Record The official records of proceedings of the Council meetings shall be known as "minutes". The minutes shall be a record only of actions taken by the Council, except that any member may direct that his/her remarks, or a summary thereof made during the meeting, be included in the minutes. The minutes shall be approved by a majority of the council. The minutes which were

taken, when approved, shall be the official record of the proceedings. The President shall affix his/her signature to the minutes after they have been approved. The minutes shall be kept as a permanent public record.

ARTICLE IV. COUNCIL COMMITTEES

Section 1. Classification

The Council may, in accordance with the procedures set forth in this article, establish standing or ad hoc committees to advise the Council on matters placed before the Council in deliberation at Regular and Special meetings.

The Council shall specify the charge or purpose of the committee; the length of time that the committee will serve; and shall stipulate the rules and regulations governing the conduct of the committee in carrying out its charge.

Section 2. Approval by the Board of Trustees

The Council, before establishing standing committees, shall secure approval from the Board of Trustees of the San Diego Community College District. The request for approval of the committee shall indicate the charge or purpose of the committee; the length of time that the committee will serve; and shall stipulate the rules and regulations governing the conduct of the committee in carrying out its responsibilities.

ARTICLE V. SERVICES AND COMPENSATION

Section 1. Payment of Council Members

Members of the Council and approved committees shall serve without remuneration.

Section 2. Clerical and Support Services

Clerical and support services shall be provided to the Council by the District.

ARTICLE VI. COUNCIL RULES AND REGULATIONS

Section 1. Amendments and Additions

Amendments and additions to these rules and regulations shall be approved by the Board of Trustees at a Regular or Special meeting of the Board.

ARTICLE VII. TERMINATION OF COUNCIL MEMBERSHIP

Section 1. Council Members

1. Members of the Council are appointed by the Board of Trustees. Services of a Council member may be terminated by a majority action of the Board of Trustees

at a Regular or Special meeting.

2. Proper notice shall embody notification to the Council member in question, Council President, Vice President, and Executive Secretary that the Trustees intend to consider the termination of the services of a Council member. Such notification shall include the time and place of the Trustee meeting and be sent at least five days prior to the meeting.
3. Any Council member or Board member may request that an executive session of the Board of Trustees be held to discuss any intended termination action prior to the termination date.
4. Services of a Council member shall automatically be terminated on the date that the term of the nominating Board of Trustees member ends.
5. A vacancy shall be declared and filled in accordance with the procedures set forth in Article II, Section 8.

ARTICLE VIII. LEGISLATIVE NETWORK

Section 1. Legislative Representative

Council shall designate a Legislative Representative.

Section 2. Responsibility of Legislative Representative

The Legislative Representative is the person through whom the District communicates to the Trustee Advisory Council positions regarding bills and resolutions currently being considered by the Assembly, the Senate, or the Governor. The Council's Legislative Representative is responsible for informing the Council members of the District's legislative program. When action is requested by the Board on a specific bill, the Legislative Representative will communicate (by telephone, if necessary, when there is a short time line) with each member of the Trustee Advisory Council.

Section 3. Council Responsibilities

The Council members may be requested to assist in the District's legislative program by notifying five interested citizens who, in turn, would also be requested to write, wire, or telephone one or more legislative officials about the District's position on a particular bill.

SUPERSEDES:
SDCCD Policy 1020 12/4/2003