

**SAN FRANCISCO COMMUNITY COLLEGE DISTRICT
POLICY MANUAL**

Title: COMMITTEES OF THE BOARD	Number: BP 1.21
Legal Authority: Education Code, section 70902; Government Code, section 54952.	2 Pages

I. Establishing Committees. The Board may by action, or the President may, establish committees that are necessary to assist the Board in its responsibilities. All standing committees shall comply with applicable requirements of the Brown Act and with Board policies regarding open meetings. Board advisory committees that are composed solely of less than a quorum of members of the Board are not required to comply with the Brown Act, San Francisco Community College District Open Governance Sunshine Policy ("Sunshine Policy") or with Board policies regarding open meetings, unless they are standing committees.

Board committees have no authority or power to act on behalf of the Board. Findings or recommendations of such committees shall be reported to the Board for consideration.

II. Committee of the Whole. All members of the Board of Trustees shall be members of the Committee of the Whole. This committee shall have power to consider and report upon any matters which require committee attention and action and without reference to any other standing or special committee of the Board. It may also consider reports from other committees of the Board. The President of the Board shall appoint a member to chair the Committee of the Whole.

Specialized Committees of the Whole shall include committees on Chancellor/Board Relations and on District Audits.

III. Standing Committees. Standing Committees of the Board may be established by the President or by vote of the Board. The functions of all such committees shall be fact finding, deliberative and advisory, but never legislative or administrative. All such committees shall consult with the Chancellor and report to the Board.

Meetings of Standing Committees of the Board, including the Committee of the Whole, may be called at any time by the committee chair or upon written demand of two members of the committee. In the event that a member of a standing committee will be or is absent from a committee meeting, the committee chair may appoint another Trustee as a temporary committee member for the duration of the meeting. The temporary committee member shall have the same voting privileges as the absent member.

All standing committee requests for special reports shall be made to the Chancellor.

IV. Committee Duties. Committees shall consider matters which have been referred to them by the President or Board or which a majority of the committee membership determines should be considered by the committee. In the latter case, where a committee recommends the conduct of a study, the Board shall be notified of the proposed study. The committee shall not proceed with the proposed study unless the study is authorized by the Board.

When a specific matter has been referred to a standing committee, the committee chair will schedule a committee meeting as soon as practicable so as to consider the matter and make timely recommendations to the full Board. A committee recommendation or a report on progress made towards a recommendation will be required by the second regular Board meeting following the referral or forty-five (45) days following the referral, whichever is later. Any matter previously referred to a committee may be placed on a regular Board agenda by the President with the concurrence of one additional Board member at any time in accordance with the timelines for preparing such agendas.

An adequate record of all standing committee meetings shall be maintained.

Approved by District Board of Trustees	Authenticated by the General Counsel
Date: 8/27/09	Revision Number: 1 Date: 10/25/12