

**BP 2220 COMMITTEES OF THE BOARD**

**Reference:**

Government Code Section 54952

The Board of Trustees may by action establish committees that it determines are necessary to assist the Board in its responsibilities. Any committee established by Board of Trustees action shall comply with the requirements of the Brown Act and with policies regarding open meetings.

Board committees that are composed solely of less than a quorum of members of the Board that are advisory, are not required to comply with the Brown Act, or with policies regarding open meetings, unless they are standing committees.

The Board of Trustees of the Riverside Community College District will hold regular committee meetings, as set forth in Administrative Procedure 2220.

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Date Adopted: September 16, 2008  
(Replaces Policy 1011)

**AP 2220 COMMITTEES OF THE BOARD**

**Reference:**

Government Code Section 54952

I. Meetings of the Committees

A. Regular Committee Meetings

Committee meetings will be agendized as a regular Board of Trustees meeting and will generally be held on the first or second Monday or Tuesday of each month at times stated on the agenda.

B. Special Committee Meetings

Special committee meetings may be called by the Committee Chair in consultation with the Board President and the Chancellor.

C. Adjourned Committee Meetings

Notice will be given in accordance with the Brown Act.

D. Place of Meetings

The location of the meetings shall be stated on the meeting agenda.

II. Nature and Purpose of Committees

The committees are a forum where the various constituencies of the District – Trustees, faculty, classified/confidential employees, administrators, and students – meet to discuss issues and to present ideas. The general purpose of the committees is to provide advice to the Board of Trustees and to effectuate the goals of shared governance. Generally, no action will be taken on agendized Committee items until the next regularly scheduled Board of Trustees meeting.

III. Committee Membership

Each Committee is chaired by one Board member. The Chancellor will designate, for each Committee, an Administrator to serve as co-chair.

Additionally, each committee shall have representative(s) from each of the following constituencies, appointed annually by each respective group: Academic Senate, Associated Students, CTA, CSEA, Confidential employees, and Management Association.

IV. In the event of an absence or unexpected availability of the Committee Chair, the Board President may designate an alternate Board member to chair the Committee.

V. Committee Officers

A. Committee Chair

The Committee Chair shall:

1. Preside at meetings of the assigned committee.
2. Review the committee agenda.
3. Serve as spokesperson for the committee.
4. Perform such other duties as determined by the Board of Trustees.

B. Committee Secretary

The Chancellor, or designee, shall serve as Secretary to all committees and shall, personally or through a designee:

1. Be responsible for all records, minutes, and documents of the committee meetings.
2. Notify members of committee meetings.
3. Attend committee meetings.
4. Prepare the agendas.

VI. Agenda

An agenda shall be prepared and posted for each meeting in compliance with the Brown Act.

VII. Minutes

A. The minutes of the meetings shall record those present and who presided over the meeting.

B. The minutes are public records.

VIII. Public Participation

Members of the public are encouraged to attend any and all committee meetings. Any member of the public who wishes to address a committee is requested to fill out a "Request to Address Committee" card. The Committee Chair will invite comments from the public on specific agenda items during the committee meeting.

Public comments are limited to five minutes.

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Date Approved: September 16, 2008  
(Replaces Regulations 1010 and 1011)  
Revised: March 16, 2010