

The Brown Act and Robert's Rules of Order

The Brown Act governs open meetings (Section 54950 of California Government Code.) Robert's Rules of Order are "best practices" for conducting meetings but not legal requirements, and not everything is applicable. Additionally, Curriculum Committee is governed by BP 4020, AR 4020, the Academic Senate Constitution and Bylaws, Title 5, and Ed Code.



Agendas

Meeting agendas must be posted 72+ hours prior

Special meetings can be called in an emergency, but an agenda must be posted 24+ hours prior



Meetings

Quorum must be present for actions to take place

Members, guests, and the public can attend on zoom, but voting members cannot motion, second, or vote



Actions

An action item is business requiring a motion, second, and majority vote to pass the committee:

- Approval of the agenda
- Approval of prior meeting minutes
- New courses
- Adding/changing/removing requisites/advisories
- Substantial changes to existing courses
- Distance Education for new or existing courses
- Global Citizenship for new or existing courses
- Deactivation of existing courses
- New programs (degrees/certificates)
- Substantial changes to existing programs
- Program Maps
- Deactivation of existing programs
- Changes as a result of courses passed
- Adjournment of the meeting

Ex: a new course with a prerequisite, distance education, and global citizenship will have four actions to pass.

Motions cannot be made on an action item not appearing on the agenda

- *Allowed: "Motion to pass new Course A with a revision to SLO #1"*
- *Not allowed: "Motion to pass Course A with new prerequisite" (if the prerequisite wasn't listed on the agenda)*

Consent agendas group multiple items into a singular action to be passed. Any item can be pulled from a consent agenda for a separate discussion/vote. Items not pulled can still be passed as a singular motion.

Individual action items may also be passed as a "block" where multiple actions of an identical type and from the same discipline can be motioned/seconded/voted on as a singular action.

- *Allowed: "Motion to approve new courses COSM 95A and COSM 95B as a block."*
- *Not allowed: "Motion to approve the new course COSM 95A and the Photography AS as a block"*



Motions

Motions are made by voting members of the committee and require a "second" from another voting member before going to a vote of the membership

Approve: "Motion to approve..."

Table: "Motion to table/postpone..."

Decline: "Motion to decline/reject..."

Members may vote yea/yes, nay/no, or abstain from voting from the action.



Minutes

All votes are public. Minutes must report all actions taken and vote/abstention of each member.
(Unanimous votes can be listed as "unanimous")

Members do not need to abstain from approving minutes of a meeting they were absent from. Voting to confirm minutes is not an eyewitness account, but rather your confidence in the process and recording.

Ex: if the membership of the committee changed significantly, preventing a quorum of those "present" for said meeting, the minutes would never pass.