
**AZUSA UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION
GOVERNANCE MEETING**

Tuesday, October 12, 2021, at 5:30 p.m.

The Azusa Unified School District Board of Education met at the Administrative Offices, located at 546 S. Citrus Ave. for the Governance Meeting.

1.0 Preliminary

A) Call To Order

1.1 The Board President will call the Governance Workshop of the Azusa Unified School District to order.

B) Flag Salute

1.2 Flag Salute

Recommendation: It is recommended that all rise for the flag salute.
Hunter Tse, a Slauson Middle School Student

C) Roll Call

1.3 Roll Call

It is recommended the Board President take roll call.

BOARD MEMBERS: Gabriela Arellanes
Sabrina Bow, Ed.D.
Xilonin Cruz-Gonzalez
Adrian Greer
Yolanda Rodriguez-Peña

2.0 Approval of Agenda

2.1 Approval of Agenda

Recommendation: It is recommended the Board of Education approve the agenda order and content.

ORIGINAL - Motion

Member (**Yolanda Rodriguez-Peña**) Moved, Member (**Adrian Greer**) Seconded to approve the **ORIGINAL** motion 'It is recommended the Board of Education approve the agenda order and content'. Upon a roll call vote being taken, the vote was: Aye: **5** Nay: **0**. The motion **Carried. 5 - 0**

3.0 Items From the Floor/Public Comment on Agenda or Non-Agenda Items

3.1 Public Comment on Agenda or Non-Agenda Items

This is an opportunity for the public to address the Board of Education on agenda or non-agenda items. Individual speakers may be allowed up to three (3) minutes to address the Board of Education on any agenda or non-agenda items. When the public wishes to address the Board on an agenda item,

they may fill out a blue card, stand at the podium, or raise their hand while in the Zoom attendance. The Board will take blue card requests first, followed in order by speakers at the podium and then those in the Zoom attendance.

4.0 General Functions

A) Board Governance Workshop

4.1 Parliamentary Processes

The Governance Team will receive professional learning on parliamentary procedures aimed at ensuring well-governed meetings. In addition, the Board of Education will discuss having an attorney at every Board Meeting during Open Session so that the attorney may be a resource with whom to confer regarding parliamentary procedural matters such as motions, voting, and processes. Board Members may confer directly with the attorney when questions about these parliamentary procedural matters arise.

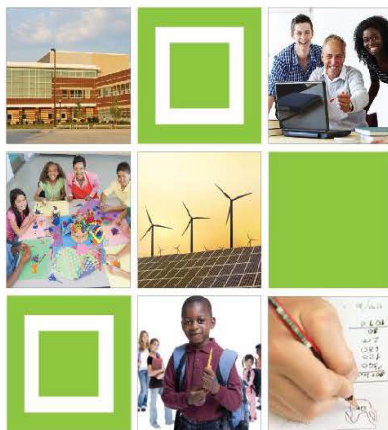
Recommendation: It is recommended the Governance Team receive professional learning on parliamentary procedures and the Board of Education discuss having an attorney at Meetings during Open Session.

The Governance Workshop was facilitated by Carlos Villegas, Attorney. The Board of Education received information on parliamentary procedures and Robert’s Rules of Order. The Board of Education discussed the use of having an attorney at every Board Meeting during Open Session. The Board of Education decided having the attorney at key Board Meetings dealing with legal matters would be beneficial.



Fagen Friedman & Fulfrost LLP

Robert’s Rules of Order



Azusa Unified School District
Board of Education

October 12, 2021

Presented by: L. Carlos Villegas

www.fagenfriedman.com

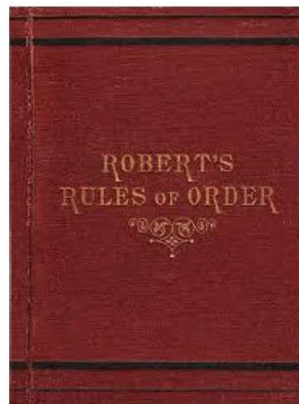
Today's Agenda

- Robert's Rules of Order
- Purpose
- Interplay with Brown Act
- Common Rules



Robert's Rules of Order

A GUIDE TO PARLIAMENTARY PROCEDURE



Who's Robert?

- Henry Martyn Robert
- 19th Century Engineer
- Wanted local legislative bodies to use congressional procedures



*A meeting without
structure is like sailing
without a compass - you
spend a lot of time getting
nowhere!*



What are the Basic Rights at Stake?

1. Right of majority to make decisions
2. Right of minority to be heard
3. Rights of individual Board members to participate
4. Right of Board to develop its own Rules and Regulations



Interplay of Brown Act and RR

- Brown Act enforces transparency and public input around legislative action by local agencies
- Robert's Rules promotes order and efficiency through meeting protocols
- Brown Act is law; Robert's Rules is procedural guidance



Interplay of Brown Act and RR

- If there is a conflict, Brown Act controls
- Minor errors in following Robert's Rules are not Brown Act violations
- ...and won't invalidate Board action



POINT OF ORDER

- To correct a breach in the rules
- Only used for major infractions
- Made at the time of the infraction
- Second not required
- Not debatable
- Ruled upon by the chair



MOTIONS

- Chair must open for motions
- Chair recognizes any motion made (if not germane, the motion is “out of order”)
- Must be seconded to discuss
- Moving Board member typically gets first opportunity to speak
- Moving Board member can also withdraw motion



AMENDING MOTIONS

- Must move to amend (any Board member)
- State the amendment
- Need a second
- Chair calls for discussion
- Vote (majority amends)



PROCEDURAL MOTIONS

- Used for:
 - Postponing consideration of main motion
 - Referring matter to a committee or person
 - Limiting discussion/creating special rules for the motion
 - Divide the motion into smaller subtopics



POSTPONEMENT

- Once postponed, no further action is taken on the matter until re-opened.
- Unless specified, Chair determines when to reinstate the subject (not sooner than next meeting)



ADJOURNING

- Board must motion to adjourn
- Any Board member may make motion to adjourn
- Must be seconded



RECONSIDERATION

- Motion to revisit a topic already voted on
- May occur in current meeting or in the 2 subsequent meetings
- Must be seconded
- Only one Motion for Reconsideration per subject



DECORUM

- Board members speak one at a time and do not interrupt unless the Board member who has the floor yields to someone else.
- Only Board members talk (staff can answer questions if asked)
- Chair chooses when to halt discussion on a topic.



Statement of the Record

- Board members may request that written or oral statements be included in the minutes.
- Must be made before adjournment of the meeting
- One statement per subject



CALL FOR THE QUESTION

- This results in end of Board discussion and puts the matter to vote
- Must be seconded



QUORUM

- >50% of total Board members
- Lack of Quorum →
 - Chair recesses until quorum present
 - Adjourn meeting
- Abstention still counts for purposes of quorum



VOTING

- Rollcall by President
- Done orally (Aye, Nay, Abstain)
- President reads out results immediately afterwards
- No other business to conduct until Rollcall finishes
- Votes may be changed before final report out



The Board of Education commented on the great information given on Parliamentary Procedures and expressed interest in having an annual refresher on this information.

5.0 Adjournment

5.1 Adjournment

By consensus, the Regular Board meeting adjourned at 7:36 p.m.

Recommendation: It is recommended the Board of Education approve adjournment of the Board Meeting.

ORIGINAL - Motion

Member (**Yolanda Rodriguez-Peña**) Moved, Member (**Adrian Greer**) Seconded to approve the **ORIGINAL** motion 'It is recommended the Board of Education approve adjournment of the Board Meeting'. Upon a roll call vote being taken, the vote was: Aye: **5** Nay: **0**. The motion **Carried. 5 - 0**

Gabriela Arellanes	Yes
Sabrina Bow, Ed.D.	Yes
Xilonin Cruz-Gonzalez	Yes
Adrian Greer	Yes
Yolanda Rodriguez-Peña	Yes

Clerk