



Executive Committee Meeting Agenda

Monday, September 12, 2022 - 1:00pm-2:00pm PDT

Oxnard College President's Conference Room

And Zoom - <https://vcccd-edu.zoom.us/j/8581992061>

I. Call to Order

Committee Members

- ☐ Mike Barber, Board President
- ☐ Matt Taylor, President Elect
- ☐ Robert Cabral, Past President, VP of Finance/Treasurer
- ☐ Brenda Heredia, Secretary
- ☐ Robert England, VP of Operations
- ☐ Jim Gilmer, VP of Development
- ☐ Oscar Cobian, Acting President of Oxnard College & Ex-Officio

II. Public Comments

III. Action Items

- A. Recommend full board approval of a funding request presented by Oxnard College TRIO's Student Support Services program for workshops and graduation.
- B. Recommend full board approval of a funding request presented by Oxnard College University Transfer Center to cover student transfer application fees.
- C. Recommend full board approval of a funding request presented by Oxnard College Career Center for the November 8 speaker series event.
- D. Recommend full board approval of a funding request presented by Tina Knight for Resilience Mural signage and unveiling ceremony.

IV. Reports, Updates, and Information Items

- A. Board President's Report
- B. Oxnard College President's Report
- C. Finance Update
- D. Executive Director Report
- E. Add student representation on the Foundation board.
- F. Use Rosenberg's Rules of Order to conduct board meetings.

V. Other Business

VI. Adjournment



Attachments

The full agenda, including all attachments, are available in one file at:

<https://www.oxnardcollege.edu/college-information/foundation/foundation-calendar>.

[Funding Request \(III A\) - TRIO Student Support Services](#)

[Funding Request \(III B\) - University Transfer Center](#)

[Funding Request \(III C\) - Career Center](#)

[Funding Request \(III D\) - Resilience Mural](#)

[Finance Update \(IV C1\) - Investment Fund Chart](#)

[Finance Update \(IV C2\) - May Unaudited Financial Statement](#)

[Executive Director Report \(IV D\)](#)

[Rosenberg's Rules of Order \(IV F\)](#)

The Oxnard College Foundation is a 501(c)(3) non-profit organization (EIN 77-0003378)

The mission of the Oxnard College Foundation is to provide support for campus development, student scholarships, educational programs, and other college needs in order to promote the progressive and continuing advancement of Oxnard College, to further educational excellence, and to enable the college to serve as an exemplary multi-cultural community resource.

FUNDING REQUEST FORM

The funding request must be an agenda item on the Oxnard College Foundation Full Board meeting to be considered. Please follow the process described on the Funding Request Guideline. If the request is for an event, please submit at least 60 days in advance of the event. Please add any collateral material.

Date: 8/2/2022

Name of Submitter: Katherine Pena

Title: TRIO Program Director

Organization/Department: Oxnard College, Student Development

Work Phone: 805-678-5203

Cell Phone: 805-509-4340

Email: kpena@vcccd.edu

Names of other involved Organization/Department members:

Leah Alarcon, Vice President of Student Development

What the process used to submit this request?

Research shows that focus, learning & retention suffer when students are hungry. Refreshments at workshops will enhance learning. Graduation ceremonies celebrate achievement for students and their support system and motivate further success.

Funding Description

Amount Requested: \$11,000

Total Project/Event Cost: \$272,888

Describe the Project/Event and share how it is aligned with the OCF mission.

The Student Support Services (SSS) program is part of the federal TRIO programs. The goal of the SSS program is to increase the college retention and graduation rates for first generation, low-income and special-needs students. SSS provides targeted services for participants including academic tutoring; academic advising; assisting students with information on both the full range of student financial aid programs, benefits and resources for locating public and private scholarships; assistance in completing financial aid applications; mentoring; workshops on topics such as financial aid & financial literacy, transfer, career exploration, resume-building, and mental health & wellness. This program is aligned with the OCF mission to support OC's educational programs and its students. We are specifically requesting funds to support the costs of the program that the grant funds cannot support. This includes a graduation ceremony for program and provision of refreshments at SSS workshops.

Has the OCF previously funded this Project/Event? If so, when and what amount? No

Provide a Project/Event budget

OCF Request Budget:
\$3,000 for graduation ceremony
\$8,000 for workshop refreshments (~\$4.75 per student x 140 students x 12 workshops/year- rounded up to nearest hundred)
Total = \$11,000

Soliciting funds from other sources? Yes

If Yes, how much will you be seeking? \$261,888

Which other sources are you seeking?

U.S. Department of Education- already approved and covers all other program costs.

Date the funds needed? 10/1/2022



FUNDING REQUEST FORM

III. A.
Page 2

Whom does the project benefit?

Oxnard College students who are low-income, special needs, or first-generation college students.

What is the anticipated benefit of the Project/Event?

The benefit of the SSS program is increased retention, graduation and transfer rates. Refreshments at workshops incentivize attendance and ensure are able to focus, which can be limited when hungry. The graduation ceremony will celebrate participant accomplishments, build self-confidence and give them the motivation to continue on in their educational path. It will also educate the student's family about the importance of higher education and how family support is essential to student success.

How will you acknowledge and promote the Oxnard College Foundation?

The OCF would be acknowledged as a sponsor of the graduation and as the sponsor of food for the workshops.

Please submit a final report 30 days after completion of the project/event.

Required Authorizations and Approvals

Signature of Submitter

8/2/2022

Date

Aug 2, 2022

Date

Leah Alarcon

Signature of Dean/Supervisor

Signature of President

OCF Finance Committee

Date of Action Item: _____

___ Approved ___ Denied

Amount Recommended: \$ _____

OCF Executive Committee

Date of Action Item: _____

___ Approved ___ Denied

Amount Recommended: \$ _____

Date

8/3/2022

OCF Board of Directors

Date of Action Item: _____

___ Approved ___ Denied

Amount Approved: \$ _____

OCF-FundingRequest_SSS Program

III. A.
Page 3

Final Audit Report

2022-08-02

Created:	2022-08-02
By:	Katherine Pena (kpena@vcccd.edu)
Status:	Signed
Transaction ID:	CBJCHBCAABAAPYuelEy2OQbTMVnBsDFc8-mFbpmzAGwu

"OCF-FundingRequest_SSS Program" History

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-  Document emailed to Leah Alarcon (lalarcon@vcccd.edu) for signature
2022-08-02 - 4:36:34 PM GMT
-  Email viewed by Leah Alarcon (lalarcon@vcccd.edu)
2022-08-02 - 4:42:53 PM GMT- IP address: 172.119.196.83
-  Document e-signed by Leah Alarcon (lalarcon@vcccd.edu)
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-  Agreement completed.
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Funding Request Guidelines

The Oxnard College Foundation is a 501(c)(3) non-profit organization which exists to support Oxnard College and its students. This guide is to provide direction for those submitting requests to the Foundation for funding consideration. Below is the process.

Alignment with Mission

The Oxnard College Foundation Board of Directors considers funding requests which meet the Foundation's mission.

The mission of the Oxnard College Foundation is to provide support to campus development, student scholarships, educational programs, and other college needs in order to promote the progressive and continuing advancement of Oxnard College, to further educational excellence and enable the college to serve as an exemplary multi-cultural community resource.

Application Process

To be considered for funding, the completed Funding Request Form will be presented at an Oxnard College Foundation Full Board meeting. To do so, it must be approved in the following manner.

1. Present a printed version of the completed Funding Request Form to the Oxnard College Foundation Executive Director to ensure that the funds requested are consistent with Oxnard College Foundation's mission and the form is complete.
2. The application will be reviewed at the next routinely scheduled Oxnard College Finance Committee Meeting. The meeting will take place two weeks before the Full Board Meeting.
3. If recommended by the Finance Committee, the application will be reviewed at the next scheduled Oxnard College Executive Committee Meeting. The meeting will take place one week before the Full Board Meeting.
4. If recommended by the Executive Committee, the application will be added as an Action Item on the next Full Board Meeting. It is encouraged that the author of the funding request attend the board meeting where the request is being considered.

The dates of all Oxnard College Foundation meetings are posted at www.OxnardCollegeFoundation.org. Full Board meetings take place on a quarterly basis.

Questions?

Contact Pete Parker (pparker@oxnardcollegefoundation.org) regarding any funding matter.



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Date: 08/30/2022

Name of Submitter: Dr. Letty Mojica

Title: Transfer Coordinator/Counselor

Organization/Department: Oxnard College University Transfer Center (UTC)

Work Phone: 805-678-5837

Cell Phone:

Email: lmojica@vcccd.edu

Names of other involved Organization/Department members:

What the process used to submit this request?
form submitted via email to Pete Parker

Funding Description

Amount Requested: \$5,040

Total Project/Event Cost: \$

Describe the Project/Event and share how it is aligned with the OCF mission.

Create a support fund to cover the Transfer Application cost for students who are not eligible for the application fee waiver. This project, if approved, would be an annual fund for Spring transfers (August) and Fall transfers (Oct-Nov) to assist w/costs accrued for applying to the University, which aligns with the OCF mission of promoting educational excellence for Oxnard College students.

Has the OCF previously funded this Project/Event? If so, when and what amount? No.

Provide a Project/Event budget

The requested fund amount of \$5,040 would help support 72 students cover the \$70 application fee amount.

Soliciting funds from other sources? No

If Yes, how much will you be seeking? \$5,040

Which other sources are you seeking? List other sources

Date the funds needed? Oct 1st for Fall; August 1st for Spring

Whom does the project benefit?

The project benefits OC students, removing the financial barrier for applying to transfer. CSU and UC application fees are \$70 per campus, and out-of-state and private institutions also charge, setting their own fee amount. Students are encouraged to apply to several schools, increasing their chance of acceptance; however, the fees associated w/applying are a financial difficulty for many students. The fee waiver helps many, but not all students.

What is the anticipated benefit of the Project/Event?

The anticipated benefit is this project will help students continue their education during their time at OC and promote a transfer culture, where the fees to apply are not a deterrent for students. OC alums who transfer and seek higher education are often inclined to pay it forward (particularly in this community), which will help build the concept of an alumni network for OCF and be potential donors.

How will you acknowledge and promote the Oxnard College Foundation?

Through verbal recognition at all workshops, adding OCF logo to the workshop flyer. UTC would report back on the amount of students that benefitted from the financial support.

Please submit a final report 30 days after completion of the project/event.

Required Authorizations and Approvals

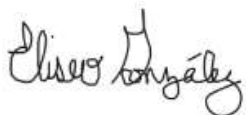
Letty Mojica

8/31/2022

Signature of Submitter

Date

Eliseo Gonzalez



08/31/2022

Signature of Dean/Supervisor

Date

Oscar Cobian

8/31/2022

Signature of President

Date

OCF Finance Committee

Date of Action Item: _____

___ Approved ___ Denied

Amount Recommended: \$ _____

OCF Executive Committee

Date of Action Item: _____

___ Approved ___ Denied

Amount Recommended: \$ _____

OCF Board of Directors

Date of Action Item: _____

___ Approved ___ Denied

Amount Approved: \$ _____

Signature: 

Email: ocobian@vcccd.edu

III. B.
Page 4

OCF-FundingRequestGuidelineForm - UTC (Fund for Transfer Application Fees) (EG signature)-1 (1) (002)

III. B.
Page 5

Final Audit Report

2022-09-01

Created:	2022-09-01
By:	Leticia Mojica (lmojica@vcccd.edu)
Status:	Signed
Transaction ID:	CBJCHBCAABAAGflqnsyPHfsw34Hum7c8jvAkDmTP9Rf3

"OCF-FundingRequestGuidelineForm - UTC (Fund for Transfer Application Fees) (EG signature)-1 (1) (002)" History



Document created by Leticia Mojica (lmojica@vcccd.edu)

2022-09-01 - 7:46:24 PM GMT- IP address: 207.233.106.110



Document emailed to Oscar Cobian (ocobian@vcccd.edu) for signature

2022-09-01 - 7:48:05 PM GMT



Email viewed by Oscar Cobian (ocobian@vcccd.edu)

2022-09-01 - 7:48:37 PM GMT- IP address: 207.233.106.110



Document e-signed by Oscar Cobian (ocobian@vcccd.edu)

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Agreement completed.

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Date: 08/30/2022

Name of Submitter: Amanda Burwick

Title: Placement Project Specialist

Organization/Department: Career Center

Work Phone: (805) 678 5271

Cell Phone: 805 236 1989

Email: aburwick@vcccd.edu

Names of other involved Organization/Department members:

Campus wide event that will be a collaboration between various departments but the Career Center, Amanda Burwick, is taking the lead.

What the process used to submit this request?

Submitted to Peter Parker.

Funding Description

Amount Requested: \$350.00-\$3200.00

Total Project/Event Cost:

Describe the Project/Event and share how it is aligned with the OCF mission.

On Nov 8th the LA Rams (Superbowl Champions) have confirmed attendance at Oxnard College. The event will be in collaboration with celebrating First Gen Day and focus on career pathways, paid internships and employment opportunities within the organization. In addition the Superbowl Trophy will be onsite and available for pictures. We are asking for the OCF to sponsor a photo booth with virtual and or instant print options and refreshments. The amount requested ranges as there are various levels of sponsorship.

Photobooth Virtual photos \$350.00

Photobooth Virtual and print photos (unlimited) 750.00

Refreshments for up to 350 people (350 x \$7.00) \$2450.00

This event aligns with the OCF mission to promote the progressive and continuing advancement of Oxnard College and to further educational excellence through internship opportunities.

Has the OCF previously funded this Project/Event? If so, when and what amount? NO.

Provide a Project/Event budget

We are very early in the process for planning this event. Although the organization has confirmed attendance and that the trophy will be present we are still working to determine capacity and needs.

Soliciting funds from other sources? No

If Yes, how much will you be seeking? N/A

None at this time.

Which other sources are you seeking?

Date the funds needed? Date 09/23/2022



FUNDING REQUEST FORM

III. C.
Page 2

Whom does the project benefit?

The project will benefit all OC students as they will be directly informed as to the various career pathways within an NFL team. The Rams organization is the most diverse organization within the NFL and they continue to hold inclusivity at a high value which aligns with the Colleges and OCF mission. In addition it is a great opportunity for Oxnard College and the Foundation to build a valuable partnership with a high profile organization.

What is the anticipated benefit of the Project/Event?

To provide students access to an exclusive organization and expand career discovery opportunities. To promote Oxnard College and the OCF in various press releases. The event will be shared with the District and Board of Trustees. The event will invite community members to join in a virtual setting. Through advancing student education OC graduates get the opportunity to advance their careers and serve as alumni who would be interested in supporting the OCF.

How will you acknowledge and promote the Oxnard College Foundation?

There are a variety of ways we can promote and acknowledge the Oxnard College Foundation. They include, an open invitation for Peter Parker to join the planning meetings, providing signage at the photo booth to showcase the Foundation as the sponsor and provide verbal recognition during the event to showcase support of the Foundation. Access if we can include the OC Foundation logo printed on the boarder of the photos.

Please submit a final report 30 days after completion of the project/event.

Required Authorizations and Approvals

Signature of Submitter

Date

8/30/22

Signature of Dean/Supervisor

Date

Signature of President

8/30/22

Date

08/30/2022

OCF Finance Committee

OCF Executive Committee

OCF Board of Directors

Date of Action Item: _____

Date of Action Item: _____

Date of Action Item: _____

☐ Approved ☐ Denied

☐ Approved ☐ Denied

☐ Approved ☐ Denied

Amount Recommended: \$ _____

Amount Recommended: \$ _____

Amount Approved: \$ _____

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Date: 8/31/2022

Name of Submitter: Tina Knight

Title: Director of Advancement

Organization/Department: Oxnard College- Advancement Office

Work Phone: 805-678-5133

Cell Phone:

Email: tknight@vcccd.edu

Names of other involved Organization/Department members:

Rainer Mack & Christine Morla, Arts Faculty; Oscar Cobian, OC President

What the process used to submit this request?

Requesting funds to supplement grant funds that were awarded to partially cover the cost of OC Resilience Mural signage and unveiling ceremony.

Funding Description

Amount Requested: \$2,500

Total Project/Event Cost: \$21,500

Describe the Project/Event and share how it is aligned with the OCF mission.

This mural will help celebrate the resilience of our diverse student and campus community in the face of the COVID-19 pandemic. It will also bring vibrancy, art, inspiration and revitalization to a dated outdoor stage and auditorium on campus. OC received \$19,000 from the California Arts Council (of \$20,000 requested) to support the site preparation and creation of the mural. This funding request would be to support costs above the grant amount for project signage and the unveiling ceremony.

Has the OCF previously funded this Project/Event? If so, when and what amount? No.

Provide a Project/Event budget

Artists Fees- \$14,000
Art Supplies- \$2,000
Site prep, signage & unveiling ceremony- \$5,500
Total- \$21,500

Soliciting funds from other sources? Yes

If Yes, how much will you be seeking? \$19,000

Which other sources
are you seeking?

California Arts Council- grant
approved.

Date the funds needed? Est. 12/1/22

Whom does the project benefit?

The entire campus community (students, faculty & staff) and the public visiting our campus will benefit from the campus beautification and celebration of resiliency the mural will inspire.

What is the anticipated benefit of the Project/Event?

A more beautiful campus and inspiration for students to continue demonstrating resiliency in the face of adversity.

How will you acknowledge and promote the Oxnard College Foundation?

OCF will be acknowledged as the sponsor of the unveiling ceremony.

Please submit a final report 30 days after completion of the project/event.

Required Authorizations and Approvals



Signature of Submitter

8/31/22

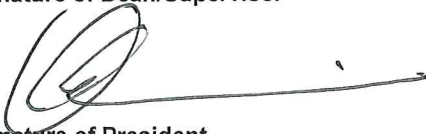
Date



Signature of Dean/Supervisor

8/31/22

Date



Signature of President

8/31/22

Date

OCF Finance Committee

Date of Action Item: _____

___ Approved ___ Denied

Amount Recommended: \$ _____

OCF Executive Committee

Date of Action Item: _____

___ Approved ___ Denied

Amount Recommended: \$ _____

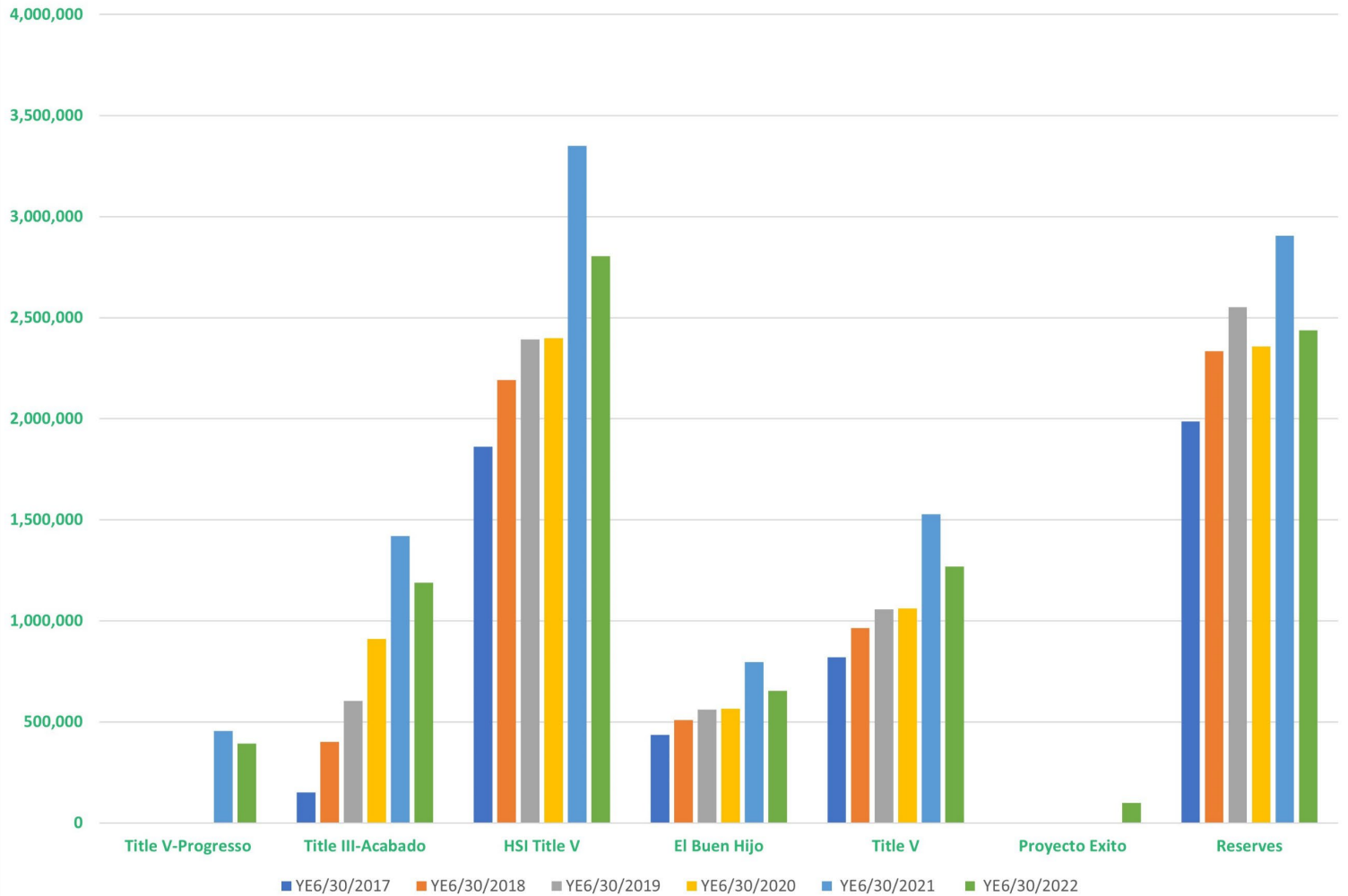
OCF Board of Directors

Date of Action Item: _____

___ Approved ___ Denied

Amount Approved: \$ _____

Investment Fund History - FYE 2017-2022



Accounts	YE6/30/2021	YE6/30/2022	Change
Title V-Progresso	455,406.14	393,540.20	(61,865.94)
Title III-Acabado	1,420,088.55	1,189,334.95	(230,753.60)
HSI Title V	3,350,858.80	2,805,325.81	(545,532.99)
El Buen Hijo	797,117.64	654,479.25	(142,638.39)
Title V	1,527,810.63	1,269,118.20	(258,692.43)
Proyecto Exito		100,000.00	100,000.00
Reserves	2,905,571.02	2,438,688.10	(466,882.92)
Dow Jones Index	34,553.16	31,152.96	

Oxnard College Foundation

Unaudited Financial Statements

May 31, 2022

Oxnard College Foundation
Statement of Financial Position (Unaudited)
Eleven Months Ended 5/31/2022

ASSETS

CURRENT ASSETS

Cash and equivalents	\$ 485,325
Accounts receivable	22,367

	<u>507,692</u>
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LONG-TERM INVESTMENTS	8,580,024
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FCCC ENDOWMENT	323,159
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BENEFICIAL INTEREST IN FCCC ENDOWMENT	176,000
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TOTAL ASSETS	<u>\$ 9,586,875</u>
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LIABILITIES AND NET ASSETS

CURRENT LIABILITIES

Scholarships payable	\$ 256,859
Deferred revenue	14,940
Accounts payable	69,601

TOTAL CURRENT LIABILITIES	<u>341,400</u>
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NET ASSETS

Unrestricted	5,650,339
Temporarily restricted/Permanently	3,595,136

TOTAL NET ASSETS	<u>9,245,475</u>
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TOTAL LIABILITIES AND NET ASSETS	<u>\$ 9,586,875</u>
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Statement of Activities Unaudited
Eleven Months Ended 5/31/2022

	Audited 6/30/2021	Unaudited 5/31/22	FYE 6/30/22 Budget
REVENUE AND OTHER SUPPORT			
Gifts, grants, and bequests	314,776	\$ 182,657	\$ 150,000
Progresso	300,000	0	100,000
ESTEEM Income (UCSB passthru)	21,500	21,500	
Title III, V and FCCC Endowment	61,764	0	-
OC Student Emerg	8,458	8,458	35,000
Investment income	2,494,310	(1,379,402)	2,317,000
Community market income	22,080	440,868	500,000
Unclaimed scholarship income	80,452	0	50,000
Special events (net)	(2,481)	9,294	10,000
Other income/PPP	400	400	5,000
TOTAL REVENUE	3,301,258	(716,226)	3,167,000
EXPENSES			
Program:			
Scholarships	358,694	140,942	190,000
College Contract/Student Workers	136,211	140,036	216,000
Title III Matching Acabado/Progresso	22,950	22,950	100,000
Investment Expense	28,690	28,690	23,000
OC Emergency Fund	6,846	6,846	10,000
Oxnard College Programs	25,080	8,175	7,000
Community Outreach	16,866	98	20,000
Special Events	11,571	11,571	22,000
TOTAL PROGRAM EXPENSE	606,908	359,309	588,000
COMMUNITY MARKET EXPENSE	60,168	128,362	100,000
Administrative Expenses:			
Professional Fees-Audit/Legal/Publishing	28,850	43,413	30,000
Payroll and Related expenses	78,683	114,352	294,000
Office expense	3,429	1,750	5,000
CC Fees	7,064	7,064	3,000
Miscellaneous	11,580	625	3,000
Conferences/Meetings/Travel/BOD	2,674	8,104	10,000
Insurance/Fees/License/Taxes	3,455	20,844	8,000
TOTAL ADMIN EXPENSES	135,735	196,152	353,000
TOTAL EXPENSES	802,811	683,823	1,041,000
	2,498,447	(1,400,049)	2,126,000
CHANGE IN NET ASSETS	2,498,447	(1,400,049)	2,126,000

Oxnard College Foundation
Statement of Changes in Net Assets (Unaudited)
Eleven Months Ended 5/31/2022

	Unrestricted	Temporarily Restricted	Total
REVENUE AND OTHER SUPPORT			
Gifts, grants, and bequests		182,657	182,657
Progresso		-	-
ESTEEM Income (UCSB passthru)		21,500	21,500
Title III, V and FCCC Endowment		-	-
OC Student Emerg	8,457		8,457
Investment income (net)	(454,873)	(924,530)	(1,379,403)
Community market income	440,868		440,868
Unclaimed scholarship income		-	-
Special events (net)	9,293		9,293
Other income/PPP	400		400
TOTAL REVENUE	4,145	(720,373)	(716,228)
EXPENSES			
Scholarships		119,442	119,442
College Contract/Student Workers	140,036		140,036
ESTEEM-Expense /Tuition		44,450	44,450
Title III Acabado/Progresso Matching		-	-
Investment Expense	8,045	20,642	28,687
Oxnard College Programs	14,261	-	14,261
Community Outreach	1,069	-	1,069
OC Emergency	-	-	-
Special Events	11,360	-	11,360
TOTAL PROGRAM EXPENSE	174,772	184,534	359,306
Community Market	128,363	-	128,363
General and Administrative:			
Professional Fees-Audit/Legal/Publishing	43,413		43,413
Payroll and Related expenses	114,353		114,353
Office expense	1,750		1,750
CC Fees	7,063		7,063
Miscellaneous	625		625
Conferences/Meetings/Travel/BOD	8,104	-	8,104
Insurance/Fees/License/Taxes	20,843		20,843
TOTAL ADMIN EXPENSES	196,151	-	196,151
TOTAL EXPENSES	499,286	184,534	683,820
	<u>(495,141)</u>	<u>(904,907)</u>	<u>(1,400,048)</u>
CHANGE IN NET ASSETS	<u>(495,141)</u>	<u>\$ (904,907)</u>	<u>\$ (1,400,048)</u>

Oxnard College Foundation
Investment Analysis (Unaudited)
Twelve Months Ended June 30, 2022

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@5/31/2022

	Title V HSI	Title V	El Buen Hijo	OCF Reserves	Title III- Acabada	Title V- Progreso	Title III- Proyecto Exito	Total
Balance at beginning of period 7/1/2021	\$ 3,181,276	\$ 1,435,652	\$ 753,363	\$ 2,714,145	\$ 1,256,330	\$ 247,350	\$ -	\$ 9,588,116
Add:								
Interest and Dividends	28,900	12,905	6,901	25,585	12,421	3,242	-	89,954
Unrealized gains (losses)	(555,725)	(227,725)	(121,257)	(462,922)	(113,698)	136,509	-	(1,344,818)
Realized gains (losses)	71,501	13,344	(3,705)	95,511	2,576	(3,765)	-	175,462
Deposits/ other additions							100,000	100,000
	(455,324)	(201,477)	(118,060)	(341,826)	(98,701)	135,985	100,000	(979,402)
Less:								
Withdrawals for scholarships					-			-
Investment fees	9,377	4,244	2,225	8,046	3,822	975	-	28,690
	9,377	4,244	2,225	8,046	3,822	975	-	28,690
Balance at end of period 6/30/2020	\$ 2,716,574	\$ 1,229,931	\$ 633,077	\$ 2,364,274	\$ 1,153,807	\$ 382,360	\$ 100,000	\$ 8,580,024
						YTD loss		(1,008,092)
Corpus	1,000,000	350,000	150,000	1,000,000	1,100,000	200,000	100,000	3,900,000

Oxnard College Foundation
Summary Investment Analysis (Unaudited)
Twelve Months Ended 6/30/22

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Change in Investments Monthly	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	@5/31/22 YTD-NET
Balance at beginning of period	9,588,116												9,588,116
Add:													
Interest and Dividends	6,682	6,821	8,097	6,552	7,800	6,632	8,244	14,823	7,575	8,004	8,722		89,953
Unrealized gains (losses)	176,810	338,242	(295,086)	406,708	(373,138)	670,303	195,307	(219,603)	(37,146)	(909,249)	(71,776)		(118,628)
Realized gains (losses)		68,810		27,704	(165,513)		(1,030,828)	(126,971)	9,372	134,260	32,440		(1,050,727)
Deposits (Acabado Title III)													-
Deposits (Progreso Title V)													-
Deposits (Projecto Exito Title V)											100,000		100,000
Less:													
Withdrawals for scholarships													
Investment fees				16,314		12,373		3					28,690
Total Change	183,492	413,873	(286,989)	424,650	(530,851)	664,561	(827,277)	(331,754)	(20,199)	(766,985)	69,386	-	(1,008,092)
Balance at end of period	9,771,608	10,185,481	9,898,493	10,323,143	9,792,292	10,456,853	9,629,576	9,297,822	9,277,623	8,510,638	8,580,024	8,580,024	8,580,024

Executive Director Report
September 12, 2022 Executive Committee Meeting

Finances

- CPA Review - We recently completed a process where our contracted CPA, Lalaine Braime, worked closely with Jackie McKenzie, OCF Controller, to review the 2021/2022 financials.
- The process to review funds and prepare for the annual audit completed two weeks ago. Lalaine was pleased with the process and management of Foundation finances.
- Fiscal Audit - Following the completed review of finances with the CPA, the Foundation is ready to proceed with the audit. Sharon from the Soares' team will begin working with Jackie next week.

Scholarships

- The response to the newly adopted Scholarship Policies & Procedures has been very positive. Roughly 40% of awardees have requested and received their awards. We're gearing up to open the 2023/2024 Scholarship application process, which is slated to open on October 3rd.
- New Scholarships - The following two new scholarships were recently created:
 - John Elmer Scholarship - Created by John's family, the scholarship will support EAC students.
 - Carmen Ramirez Memorial Scholarship - Created by the Friends of Fieldworkers to provide scholarships to children and grandchildren of farm workers. A donation form has been created and a special donation page will be featured on the new website.

Public Relations

- Website - The new website is coming along nicely. We've finalized the theme and are adding pages. We're actively collecting photos (including board members) and files to add to the site. We hope to run a full review of the site then make it live in the next week or two. With the addition to the website, we'll roll out a series of blogs, social media messages, and bulletins to drive traffic and increase engagement.
- 40th Anniversary - The Foundation celebrates 40 years on January 7, 2023.

Development

- OC Athletics Fundraising - The Foundation is managing a fundraising campaign with the OC Athletics Department to raise funds for team support. The decision for Foundation involvement was done for the following primary reasons: a) bring fundraising efforts in-house for proper management, b) reduce management expense from 25% of funds raised, c) allow for donor tax-benefits, d) create a positive campus partnership, and, e) develop relationships with campus supporters. As of the agenda's posting, three teams

have created crowdfunding campaigns and cumulatively raised \$8,233 from 97 donors for teams support.

- Alumni Network - We're creating an overall alumni network to offer and increase engagement from all past students. So far, alumni initiatives are underway for Athletics and STEM. Data will be housed in our donor database, collected through alumni update and association membership forms.
- Donation Pages - We've created donation forms to promote and process online donations for specific purposes. So far, we've created forms for scholarship funds and emergency student support. The intent is to position each for greater support.

Community Marketplace

- Vendors - We're currently hosting 96 vendors each Sunday. In addition, the last Sunday of each month includes Swap Meet Justice, which assembles several community organizations to provide support to local residents.
- Special Events - We're planning the following three exciting events during the fourth quarter:
 - October 23 - Safe Trick-or-Treating Family Event. Radio Lazer will do a live remote.
 - November 20 - Thanksgiving Family Event. We'll enjoy the morning with vendors and feature a live band during the day.
 - December 18 - Christmas Family Event - We'll celebrate the Holidays with a small parade, candy canes, and maybe even Santa.



Rosenberg's Rules of Order

REVISED 2011

Simple Rules of Parliamentary Procedure for the 21st Century

By Judge Dave Rosenberg



MISSION AND CORE BELIEFS

To expand and protect local control for cities through education and advocacy to enhance the quality of life for all Californians.

VISION

To be recognized and respected as the leading advocate for the common interests of California's cities.

About the League of California Cities

Established in 1898, the League of California Cities is a member organization that represents California's incorporated cities. The League strives to protect the local authority and autonomy of city government and help California's cities effectively serve their residents. In addition to advocating on cities' behalf at the state capitol, the League provides its members with professional development programs and information resources, conducts education conferences and research, and publishes Western City magazine.

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ABOUT THE AUTHOR

Dave Rosenberg is a Superior Court Judge in Yolo County. He has served as presiding judge of his court, and as presiding judge of the Superior Court Appellate Division. He also has served as chair of the Trial Court Presiding Judges Advisory Committee (the committee composed of all 58 California presiding judges) and as an advisory member of the California Judicial Council. Prior to his appointment to the bench, Rosenberg was member of the Yolo County Board of Supervisors, where he served two terms as chair. Rosenberg also served on the Davis City Council, including two terms as mayor. He has served on the senior staff of two governors, and worked for 19 years in private law practice. Rosenberg has served as a member and chair of numerous state, regional and local boards. Rosenberg chaired the California State Lottery Commission, the California Victim Compensation and Government Claims Board, the Yolo-Solano Air Quality Management District, the Yolo County Economic Development Commission, and the Yolo County Criminal Justice Cabinet. For many years, he has taught classes on parliamentary procedure and has served as parliamentarian for large and small bodies.

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INTRODUCTION

The rules of procedure at meetings should be simple enough for most people to understand. Unfortunately, that has not always been the case. Virtually all clubs, associations, boards, councils and bodies follow a set of rules — *Robert's Rules of Order* — which are embodied in a small, but complex, book. Virtually no one I know has actually read this book cover to cover. Worse yet, the book was written for another time and for another purpose. If one is chairing or running a parliament, then *Robert's Rules of Order* is a dandy and quite useful handbook for procedure in that complex setting. On the other hand, if one is running a meeting of say, a five-member body with a few members of the public in attendance, a simplified version of the rules of parliamentary procedure is in order.

Hence, the birth of *Rosenberg's Rules of Order*.

What follows is my version of the rules of parliamentary procedure, based on my decades of experience chairing meetings in state and local government. These rules have been simplified for the smaller bodies we chair or in which we participate, slimmed down for the 21st Century, yet retaining the basic tenets of order to which we have grown accustomed. Interestingly enough, *Rosenberg's Rules* has found a welcoming audience. Hundreds of cities, counties, special districts, committees, boards, commissions, neighborhood associations and private corporations and companies have adopted *Rosenberg's Rules* in lieu of *Robert's Rules* because they have found them practical, logical, simple, easy to learn and user friendly.

This treatise on modern parliamentary procedure is built on a foundation supported by the following four pillars:

1. **Rules should establish order.** The first purpose of rules of parliamentary procedure is to establish a framework for the orderly conduct of meetings.
2. **Rules should be clear.** Simple rules lead to wider understanding and participation. Complex rules create two classes: those who understand and participate; and those who do not fully understand and do not fully participate.
3. **Rules should be user friendly.** That is, the rules must be simple enough that the public is invited into the body and feels that it has participated in the process.
4. **Rules should enforce the will of the majority while protecting the rights of the minority.** The ultimate purpose of rules of procedure is to encourage discussion and to facilitate decision making by the body. In a democracy, majority rules. The rules must enable the majority to express itself and fashion a result, while permitting the minority to also express itself, but not dominate, while fully participating in the process.

Establishing a Quorum

The starting point for a meeting is the establishment of a quorum. A quorum is defined as the minimum number of members of the body who must be present at a meeting for business to be legally transacted. The default rule is that a quorum is one more than half the body. For example, in a five-member body a quorum is three. When the body has three members present, it can legally transact business. If the body has less than a quorum of members present, it cannot legally transact business. And even if the body has a quorum to begin the meeting, the body can lose the quorum during the meeting when a member departs (or even when a member leaves the dais). When that occurs the body loses its ability to transact business until and unless a quorum is reestablished.

The default rule, identified above, however, gives way to a specific rule of the body that establishes a quorum. For example, the rules of a particular five-member body may indicate that a quorum is four members for that particular body. The body must follow the rules it has established for its quorum. In the absence of such a specific rule, the quorum is one more than half the members of the body.

The Role of the Chair

While all members of the body should know and understand the rules of parliamentary procedure, it is the chair of the body who is charged with applying the rules of conduct of the meeting. The chair should be well versed in those rules. For all intents and purposes, the chair makes the final ruling on the rules every time the chair states an action. In fact, all decisions by the chair are final unless overruled by the body itself.

Since the chair runs the conduct of the meeting, it is usual courtesy for the chair to play a less active role in the debate and discussion than other members of the body. This does not mean that the chair should not participate in the debate or discussion. To the contrary, as a member of the body, the chair has the full right to participate in the debate, discussion and decision-making of the body. What the chair should do, however, is strive to be the last to speak at the discussion and debate stage. The chair should not make or second a motion unless the chair is convinced that no other member of the body will do so at that point in time.

The Basic Format for an Agenda Item Discussion

Formal meetings normally have a written, often published agenda. Informal meetings may have only an oral or understood agenda. In either case, the meeting is governed by the agenda and the agenda constitutes the body's agreed-upon roadmap for the meeting. Each agenda item can be handled by the chair in the following basic format:

First, the chair should clearly announce the agenda item number and should clearly state what the agenda item subject is. The chair should then announce the format (which follows) that will be followed in considering the agenda item.

Second, following that agenda format, the chair should invite the appropriate person or persons to report on the item, including any recommendation that they might have. The appropriate person or persons may be the chair, a member of the body, a staff person, or a committee chair charged with providing input on the agenda item.

Third, the chair should ask members of the body if they have any technical questions of clarification. At this point, members of the body may ask clarifying questions to the person or persons who reported on the item, and that person or persons should be given time to respond.

Fourth, the chair should invite public comments, or if appropriate at a formal meeting, should open the public meeting for public input. If numerous members of the public indicate a desire to speak to the subject, the chair may limit the time of public speakers. At the conclusion of the public comments, the chair should announce that public input has concluded (or the public hearing, as the case may be, is closed).

Fifth, the chair should invite a motion. The chair should announce the name of the member of the body who makes the motion.

Sixth, the chair should determine if any member of the body wishes to second the motion. The chair should announce the name of the member of the body who seconds the motion. It is normally good practice for a motion to require a second before proceeding to ensure that it is not just one member of the body who is interested in a particular approach. However, a second is not an absolute requirement, and the chair can proceed with consideration and vote on a motion even when there is no second. This is a matter left to the discretion of the chair.

Seventh, if the motion is made and seconded, the chair should make sure everyone understands the motion.

This is done in one of three ways:

1. The chair can ask the maker of the motion to repeat it;
2. The chair can repeat the motion; or
3. The chair can ask the secretary or the clerk of the body to repeat the motion.

Eighth, the chair should now invite discussion of the motion by the body. If there is no desired discussion, or after the discussion has ended, the chair should announce that the body will vote on the motion. If there has been no discussion or very brief discussion, then the vote on the motion should proceed immediately and there is no need to repeat the motion. If there has been substantial discussion, then it is normally best to make sure everyone understands the motion by repeating it.

Ninth, the chair takes a vote. Simply asking for the “ayes” and then asking for the “nays” normally does this. If members of the body do not vote, then they “abstain.” Unless the rules of the body provide otherwise (or unless a super majority is required as delineated later in these rules), then a simple majority (as defined in law or the rules of the body as delineated later in these rules) determines whether the motion passes or is defeated.

Tenth, the chair should announce the result of the vote and what action (if any) the body has taken. In announcing the result, the chair should indicate the names of the members of the body, if any, who voted in the minority on the motion. This announcement might take the following form: “The motion passes by a vote of 3-2, with Smith and Jones dissenting. We have passed the motion requiring a 10-day notice for all future meetings of this body.”

Motions in General

Motions are the vehicles for decision making by a body. It is usually best to have a motion before the body prior to commencing discussion of an agenda item. This helps the body focus.

Motions are made in a simple two-step process. First, the chair should recognize the member of the body. Second, the member of the body makes a motion by preceding the member’s desired approach with the words “I move ...”

A typical motion might be: “I move that we give a 10-day notice in the future for all our meetings.”

The chair usually initiates the motion in one of three ways:

1. **Inviting the members of the body to make a motion**, for example, “A motion at this time would be in order.”
2. **Suggesting a motion to the members of the body**, “A motion would be in order that we give a 10-day notice in the future for all our meetings.”
3. **Making the motion**. As noted, the chair has every right as a member of the body to make a motion, but should normally do so only if the chair wishes to make a motion on an item but is convinced that no other member of the body is willing to step forward to do so at a particular time.

The Three Basic Motions

There are three motions that are the most common and recur often at meetings:

The basic motion. The basic motion is the one that puts forward a decision for the body’s consideration. A basic motion might be: “I move that we create a five-member committee to plan and put on our annual fundraiser.”

The motion to amend. If a member wants to change a basic motion that is before the body, they would move to amend it. A motion to amend might be: “I move that we amend the motion to have a 10-member committee.” A motion to amend takes the basic motion that is before the body and seeks to change it in some way.

The substitute motion. If a member wants to completely do away with the basic motion that is before the body, and put a new motion before the body, they would move a substitute motion. A substitute motion might be: “I move a substitute motion that we cancel the annual fundraiser this year.”

“Motions to amend” and “substitute motions” are often confused, but they are quite different, and their effect (if passed) is quite different. A motion to amend seeks to retain the basic motion on the floor, but modify it in some way. A substitute motion seeks to throw out the basic motion on the floor, and substitute a new and different motion for it. The decision as to whether a motion is really a “motion to amend” or a “substitute motion” is left to the chair. So if a member makes what that member calls a “motion to amend,” but the chair determines that it is really a “substitute motion,” then the chair’s designation governs.

A “friendly amendment” is a practical parliamentary tool that is simple, informal, saves time and avoids bogging a meeting down with numerous formal motions. It works in the following way: In the discussion on a pending motion, it may appear that a change to the motion is desirable or may win support for the motion from some members. When that happens, a member who has the floor may simply say, “I want to suggest a friendly amendment to the motion.” The member suggests the friendly amendment, and if the maker and the person who seconded the motion pending on the floor accepts the friendly amendment, that now becomes the pending motion on the floor. If either the maker or the person who seconded rejects the proposed friendly amendment, then the proposer can formally move to amend.

Multiple Motions Before the Body

There can be up to three motions on the floor at the same time. The chair can reject a fourth motion until the chair has dealt with the three that are on the floor and has resolved them. This rule has practical value. More than three motions on the floor at any given time is confusing and unwieldy for almost everyone, including the chair.

When there are two or three motions on the floor (after motions and seconds) at the same time, the vote should proceed *first* on the *last* motion that is made. For example, assume the first motion is a basic “motion to have a five-member committee to plan and put on our annual fundraiser.” During the discussion of this motion, a member might make a second motion to “amend the main motion to have a 10-member committee, not a five-member committee to plan and put on our annual fundraiser.” And perhaps, during that discussion, a member makes yet a third motion as a “substitute motion that we not have an annual fundraiser this year.” The proper procedure would be

as follows:

First, the chair would deal with the *third* (the last) motion on the floor, the substitute motion. After discussion and debate, a vote would be taken first on the third motion. If the substitute motion *passed*, it would be a substitute for the basic motion and would eliminate it. The first motion would be moot, as would the second motion (which sought to amend the first motion), and the action on the agenda item would be completed on the passage by the body of the third motion (the substitute motion). No vote would be taken on the first or second motions.

Second, if the substitute motion *failed*, the chair would then deal with the second (now the last) motion on the floor, the motion to amend. The discussion and debate would focus strictly on the amendment (should the committee be five or 10 members). If the motion to amend *passed*, the chair would then move to consider the main motion (the first motion) as *amended*. If the motion to amend *failed*, the chair would then move to consider the main motion (the first motion) in its original format, not amended.

Third, the chair would now deal with the first motion that was placed on the floor. The original motion would either be in its original format (five-member committee), or if *amended*, would be in its amended format (10-member committee). The question on the floor for discussion and decision would be whether a committee should plan and put on the annual fundraiser.

To Debate or Not to Debate

The basic rule of motions is that they are subject to discussion and debate. Accordingly, basic motions, motions to amend, and substitute motions are all eligible, each in their turn, for full discussion before and by the body. The debate can continue as long as members of the body wish to discuss an item, subject to the decision of the chair that it is time to move on and take action.

There are exceptions to the general rule of free and open debate on motions. The exceptions all apply when there is a desire of the body to move on. The following motions are not debatable (that is, when the following motions are made and seconded, the chair must immediately call for a vote of the body without debate on the motion):

Motion to adjourn. This motion, if passed, requires the body to immediately adjourn to its next regularly scheduled meeting. It requires a simple majority vote.

Motion to recess. This motion, if passed, requires the body to immediately take a recess. Normally, the chair determines the length of the recess which may be a few minutes or an hour. It requires a simple majority vote.

Motion to fix the time to adjourn. This motion, if passed, requires the body to adjourn the meeting at the specific time set in the motion. For example, the motion might be: “I move we adjourn this meeting at midnight.” It requires a simple majority vote.

Motion to table. This motion, if passed, requires discussion of the agenda item to be halted and the agenda item to be placed on “hold.” The motion can contain a specific time in which the item can come back to the body. “I move we table this item until our regular meeting in October.” Or the motion can contain no specific time for the return of the item, in which case a motion to take the item off the table and bring it back to the body will have to be taken at a future meeting. A motion to table an item (or to bring it back to the body) requires a simple majority vote.

Motion to limit debate. The most common form of this motion is to say, “I move the previous question” or “I move the question” or “I call the question” or sometimes someone simply shouts out “question.” As a practical matter, when a member calls out one of these phrases, the chair can expedite matters by treating it as a “request” rather than as a formal motion. The chair can simply inquire of the body, “any further discussion?” If no one wishes to have further discussion, then the chair can go right to the pending motion that is on the floor. However, if even one person wishes to discuss the pending motion further, then at that point, the chair should treat the call for the “question” as a formal motion, and proceed to it.

When a member of the body makes such a motion (“I move the previous question”), the member is really saying: “I’ve had enough debate. Let’s get on with the vote.” When such a motion is made, the chair should ask for a second, stop debate, and vote on the motion to limit debate. The motion to limit debate requires a two-thirds vote of the body.

NOTE: A motion to limit debate could include a time limit. For example: “I move we limit debate on this agenda item to 15 minutes.” Even in this format, the motion to limit debate requires a two-thirds vote of the body. A similar motion is a *motion to object to consideration of an item*. This motion is not debatable, and if passed, precludes the body from even considering an item on the agenda. It also requires a two-thirds vote.

Majority and Super Majority Votes

In a democracy, a simple majority vote determines a question. A tie vote means the motion fails. So in a seven-member body, a vote of 4-3 passes the motion. A vote of 3-3 with one abstention means the motion fails. If one member is absent and the vote is 3-3, the motion still fails.

All motions require a simple majority, but there are a few exceptions. The exceptions come up when the body is taking an action which effectively cuts off the ability of a minority of the body to take an action or discuss an item. These extraordinary motions require a two-thirds majority (a super majority) to pass:

Motion to limit debate. Whether a member says, “I move the previous question,” or “I move the question,” or “I call the question,” or “I move to limit debate,” it all amounts to an attempt to cut off the ability of the minority to discuss an item, and it requires a two-thirds vote to pass.

Motion to close nominations. When choosing officers of the body (such as the chair), nominations are in order either from a nominating committee or from the floor of the body. A motion to close nominations effectively cuts off the right of the minority to nominate officers and it requires a two-thirds vote to pass.

Motion to object to the consideration of a question. Normally, such a motion is unnecessary since the objectionable item can be tabled or defeated straight up. However, when members of a body do not even want an item on the agenda to be considered, then such a motion is in order. It is not debatable, and it requires a two-thirds vote to pass.

Motion to suspend the rules. This motion is debatable, but requires a two-thirds vote to pass. If the body has its own rules of order, conduct or procedure, this motion allows the body to suspend the rules for a particular purpose. For example, the body (a private club) might have a rule prohibiting the attendance at meetings by non-club members. A motion to suspend the rules would be in order to allow a non-club member to attend a meeting of the club on a particular date or on a particular agenda item.

Counting Votes

The matter of counting votes starts simple, but can become complicated.

Usually, it’s pretty easy to determine whether a particular motion passed or whether it was defeated. If a simple majority vote is needed to pass a motion, then one vote more than 50 percent of the body is required. For example, in a five-member body, if the vote is three in favor and two opposed, the motion passes. If it is two in favor and three opposed, the motion is defeated.

If a two-thirds majority vote is needed to pass a motion, then how many affirmative votes are required? The simple rule of thumb is to count the “no” votes and double that count to determine how many “yes” votes are needed to pass a particular motion. For example, in a seven-member body, if two members vote “no” then the “yes” vote of at least four members is required to achieve a two-thirds majority vote to pass the motion.

What about tie votes? In the event of a tie, the motion always fails since an affirmative vote is required to pass any motion. For example, in a five-member body, if the vote is two in favor and two opposed, with one member absent, the motion is defeated.

Vote counting starts to become complicated when members vote “abstain” or in the case of a written ballot, cast a blank (or unreadable) ballot. Do these votes count, and if so, how does one count them? The starting point is always to check the statutes.

In California, for example, for an action of a board of supervisors to be valid and binding, the action must be approved by a majority of the board. (California Government Code Section 25005.) Typically, this means three of the five members of the board must vote affirmatively in favor of the action. A vote of 2-1 would not be sufficient. A vote of 3-0 with two abstentions would be sufficient. In general law cities in

California, as another example, resolutions or orders for the payment of money and all ordinances require a recorded vote of the total members of the city council. (California Government Code Section 36936.) Cities with charters may prescribe their own vote requirements. Local elected officials are always well-advised to consult with their local agency counsel on how state law may affect the vote count.

After consulting state statutes, step number two is to check the rules of the body. If the rules of the body say that you count votes of “those present” then you treat abstentions one way. However, if the rules of the body say that you count the votes of those “present and voting,” then you treat abstentions a different way. And if the rules of the body are silent on the subject, then the general rule of thumb (and default rule) is that you count all votes that are “present and voting.”

Accordingly, under the “present and voting” system, you would **NOT** count abstention votes on the motion. Members who abstain are counted for purposes of determining quorum (they are “present”), but you treat the abstention votes on the motion as if they did not exist (they are not “voting”). On the other hand, if the rules of the body specifically say that you count votes of those “present” then you **DO** count abstention votes both in establishing the quorum and on the motion. In this event, the abstention votes act just like “no” votes.

How does this work in practice?

Here are a few examples.

Assume that a five-member city council is voting on a motion that requires a simple majority vote to pass, and assume further that the body has no specific rule on counting votes. Accordingly, the default rule kicks in and we count all votes of members that are “present and voting.” If the vote on the motion is 3-2, the motion passes. If the motion is 2-2 with one abstention, the motion fails.

Assume a five-member city council voting on a motion that requires a two-thirds majority vote to pass, and further assume that the body has no specific rule on counting votes. Again, the default rule applies. If the vote is 3-2, the motion fails for lack of a two-thirds majority. If the vote is 4-1, the motion passes with a clear two-thirds majority. A vote of three “yes,” one “no” and one “abstain” also results in passage of the motion. Once again, the abstention is counted only for the purpose of determining quorum, but on the actual vote on the motion, it is as if the abstention vote never existed — so an effective 3-1 vote is clearly a two-thirds majority vote.

Now, change the scenario slightly. Assume the same five-member city council voting on a motion that requires a two-thirds majority vote to pass, but now assume that the body **DOES** have a specific rule requiring a two-thirds vote of members “present.” Under this specific rule, we must count the members present not only for quorum but also for the motion. In this scenario, any abstention has the same force and effect as if it were a “no” vote. Accordingly, if the votes were three “yes,” one “no” and one “abstain,” then the motion fails. The abstention in this case is treated like a “no” vote and effective vote of 3-2 is not enough to pass two-thirds majority muster.

Now, exactly how does a member cast an “abstention” vote?

Any time a member votes “abstain” or says, “I abstain,” that is an abstention. However, if a member votes “present” that is also treated as an abstention (the member is essentially saying, “Count me for purposes of a quorum, but my vote on the issue is abstain.”) In fact, any manifestation of intention to vote either “yes” or “no” on the pending motion may be treated by the chair as an abstention. If written ballots are cast, a blank or unreadable ballot is counted as an abstention as well.

Can a member vote “absent” or “count me as absent?” Interesting question. The ruling on this is up to the chair. The better approach is for the chair to count this as if the member had left his/her chair and is actually “absent.” That, of course, affects the quorum. However, the chair may also treat this as a vote to abstain, particularly if the person does not actually leave the dais.

The Motion to Reconsider

There is a special and unique motion that requires a bit of explanation all by itself; the motion to reconsider. A tenet of parliamentary procedure is finality. After vigorous discussion, debate and a vote, there must be some closure to the issue. And so, after a vote is taken, the matter is deemed closed, subject only to reopening if a proper motion to consider is made and passed.

A motion to reconsider requires a majority vote to pass like other garden-variety motions, but there are two special rules that apply only to the motion to reconsider.

First, is the matter of timing. A motion to reconsider must be made at the meeting where the item was first voted upon. A motion to reconsider made at a later time is untimely. (The body, however, can always vote to suspend the rules and, by a two-thirds majority, allow a motion to reconsider to be made at another time.)

Second, a motion to reconsider may be made only by certain members of the body. Accordingly, a motion to reconsider may be made only by a member who voted in the majority on the original motion. If such a member has a change of heart, he or she may make the motion to reconsider (any other member of the body — including a member who voted in the minority on the original motion — may second the motion). If a member who voted in the minority seeks to make the motion to reconsider, it must be ruled out of order. The purpose of this rule is finality. If a member of minority could make a motion to reconsider, then the item could be brought back to the body again and again, which would defeat the purpose of finality.

If the motion to reconsider passes, then the original matter is back before the body, and a new original motion is in order. The matter may be discussed and debated as if it were on the floor for the first time.

Courtesy and Decorum

The rules of order are meant to create an atmosphere where the members of the body and the members of the public can attend to business efficiently, fairly and with full participation. At the same time, it is up to the chair and the members of the body to maintain common courtesy and decorum. Unless the setting is very informal, it is always best for only one person at a time to have the floor, and it is always best for every speaker to be first recognized by the chair before proceeding to speak.

The chair should always ensure that debate and discussion of an agenda item focuses on the item and the policy in question, not the personalities of the members of the body. Debate on policy is healthy, debate on personalities is not. The chair has the right to cut off discussion that is too personal, is too loud, or is too crude.

Debate and discussion should be focused, but free and open. In the interest of time, the chair may, however, limit the time allotted to speakers, including members of the body.

Can a member of the body interrupt the speaker? The general rule is “no.” There are, however, exceptions. A speaker may be interrupted for the following reasons:

Privilege. The proper interruption would be, “point of privilege.” The chair would then ask the interrupter to “state your point.” Appropriate points of privilege relate to anything that would interfere with the normal comfort of the meeting. For example, the room may be too hot or too cold, or a blowing fan might interfere with a person’s ability to hear.

Order. The proper interruption would be, “point of order.” Again, the chair would ask the interrupter to “state your point.” Appropriate points of order relate to anything that would not be considered appropriate conduct of the meeting. For example, if the chair moved on to a vote on a motion that permits debate without allowing that discussion or debate.

Appeal. If the chair makes a ruling that a member of the body disagrees with, that member may appeal the ruling of the chair. If the motion is seconded, and after debate, if it passes by a simple majority vote, then the ruling of the chair is deemed reversed.

Call for orders of the day. This is simply another way of saying, “return to the agenda.” If a member believes that the body has drifted from the agreed-upon agenda, such a call may be made. It does not require a vote, and when the chair discovers that the agenda has not been followed, the chair simply reminds the body to return to the agenda item properly before them. If the chair fails to do so, the chair’s determination may be appealed.

Withdraw a motion. During debate and discussion of a motion, the maker of the motion on the floor, at any time, may interrupt a speaker to withdraw his or her motion from the floor. The motion is immediately deemed withdrawn, although the chair may ask the person who seconded the motion if he or she wishes to make the motion, and any other member may make the motion if properly recognized.

Special Notes About Public Input

The rules outlined above will help make meetings very public-friendly. But in addition, and particularly for the chair, it is wise to remember three special rules that apply to each agenda item:

Rule One: Tell the public what the body will be doing.

Rule Two: Keep the public informed while the body is doing it.

Rule Three: When the body has acted, tell the public what the body did.



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