

PROCEDURAL RULES AND RULES OF CONDUCT  
FOR THE  
LEMON GROVE SCHOOL DISTRICT  
PROPOSITION W  
INDEPENDENT CITIZENS' OVERSIGHT COMMITTEE

1. **Attendance.** Regular meeting attendance by Committee members is essential to effective operation of the Committee. If a Committee member is unable to attend regularly scheduled meetings, the Board of Education may remove and appoint a replacement for that member in accordance with the Committee Bylaws.
2. **Meetings.** Regular meeting dates, time, and place shall be established by the Committee and published/posted in accordance with the Ralph M. Brown Act. All Committee proceedings shall be open to the public and shall be subject to the provisions of the Brown Act. All documents received by the Committee and reports issued by the Committee shall be a matter of public record. Minutes of the Committee meetings, and reports issued by the Committee are public records.
3. **Quorum Requirement.** The Committee Chair shall not call a Committee Meeting to order unless there is a quorum. A majority of the number of seated Committee members shall constitute a quorum for the transaction of any business except adjournment. Vacant seats shall not be counted when determining whether a quorum exists. The presence of every Committee member at each meeting shall be ascertained using a sign-in sheet, which shall be then reflected in the meeting minutes.
4. **Agenda and Minutes.** At each Committee meeting, a Committee member shall make a motion to approve that meeting agenda. Another Committee Member shall second that motion and Committee members shall vote as to whether or not to approve the meeting agenda. At every Committee meeting, a Committee member shall make a motion to approve the previous meeting's minutes. Another Committee Member shall second that motion and Committee members shall vote as to whether or not to approve the last meeting's minutes.
5. **Public Input.** Members of the public may provide input to the Committee as indicated on the Agenda. Such comments shall be limited to three minutes per speaker. All speakers from the public shall be required to submit speaker slips for items both on the agenda and for issues not on the agenda.
6. **Discussion by Motion.** A motion cannot be made while another motion is being discussed and considered. However, a subsidiary motion may be made to amend the main motion. Once a motion is made, another Committee member must second that motion before discussion on the motion can begin. A motion is still under consideration if the Committee has not voted to either approve or deny the motion. A majority vote of the Committee members present is needed to approve or deny a motion. Committee members will not be permitted to interrupt each other, staff, or member of public while speaking.
7. **Vote Requirements.** Committee actions and decisions shall be made by voice vote, with only the minority votes and abstentions noted in the minutes by name, unless a Committee member requests a role call vote on a particular item, in which case the decision shall be recorded as individual votes, noting each Committee member's name and response. Except as specified in these Rules, Committee decisions shall be by majority vote of the members of the Committee present, provided that there is a quorum.

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8. **Agenda Items.** At the end of each meeting, Committee members will be provided an opportunity to place items on the agenda for the following meeting under the agenda item entitled "Items For Subsequent Meetings." Items may be placed on the agenda by individual members without a vote of the Committee as "Items for Subsequent Meetings."
9. **Reports.** Oral or written reports by the Committee shall be presented at Board meetings by District staff or the Committee Chair or his/her designee.
10. **Distribution of Materials.** A Committee member may distribute materials to other members at the meetings for general information purposes. Such materials may not be discussed by the Committee unless they have been properly placed on the agenda.
11. **Requests of District Staff.** The Committee may, by majority vote, request that District staff research issues, prepare materials, or report back to the Committee on particular subjects in order to carry out the purposes and functions of the Committee.
12. **Review of Projects.** The Committee as a whole may review District records, documents, plans and facilities projects in order to carry out the purposes and functions of the Committee, or may delegate such tasks by majority vote. An individual Committee member, acting on his or her own initiative, may review District records, documents, plans, and facilities projects only in his or her individual capacity as a member of the public. A member will not use his or her position on the Committee in an attempt to gain access to documents or projects in a manner that is not available to members of the public at large.
13. **Representation of Committee.** A Committee member may not represent himself or herself to be speaking, writing, researching, observing or otherwise acting on behalf of the Committee unless so authorized by the Committee. Only findings or conclusions approved by the Committee may be represented by a member to be the Committee's findings or conclusions.
14. **Violations.** The Committee may, by majority vote, reprimand individual Committee members for significant violations of these Rules. Such reprimand could, at the discretion of the Board, constitute cause for removal from the Committee.
15. **Removal for Cause.** The Committee may, by a two-thirds vote of the Committee members present at a regularly scheduled meeting, request that the Committee's designee recommend to the Board of Education that a Committee member be removed for cause, including but not limited to: (a) failure to attend three consecutive Committee meetings, (b) failure to comply with the Committee Ethics Policy or (c) other significant violations of Committee Bylaws or these Rules.

Revised August 26, 2003  
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