

Peralta Community College District  
Bond Measure Oversight Committee (BMOC)  
Proposed Points of Procedure

#1 The BMOC agenda shall be posted on the Peralta Community College District's (District) website on the Friday before the BMOC meeting unless circumstances prevent such posting.

#2 All questions regarding BMOC meeting procedures pertaining to bylaws, code of conduct, Robert's Rules of Order, the Brown Act, these points of procedure, and any other applicable law will be answered by the District designated parliamentarian who will be the final authority.

#3 The BMOC has prepared a checklist of requirements which will need to be met for a BMOC member to appear remotely. See attached. Each committee member is responsible for knowing the requirements for remote participation and meeting all requirements so that they can legally participate in the meeting. Questions regarding how to meet a particular requirement should be emailed to the parliamentarian with a copy to the chair for guidance. As noted above, any question regarding committee member participation will be resolved by the parliamentarian.

#4 Only the actual agenda will be provided as hard copies at the physical location of the BMOC meeting. Members of the public, District staff, BMOC members and all others are responsible for accessing all materials associated with a particular agenda item. Presentations and reports which accompany and support an agenda item are to be submitted by the Wednesday prior to the BMOC meeting. These materials will be presented on the video monitor during the meeting.

#5 Written reports of subcommittee activity are required in order to be considered for inclusion on the agenda and need to be submitted on the Wednesday before the BMOC meeting in order for District staff to prepare them for the agenda. Presentation materials should be sent to both the District representative assigned to prepare the agenda and the chair. The report should briefly reflect the discussion and conclusions of the subcommittee including minority viewpoints and the results of any motions and votes taken. Each report should include a recommendation.

#6 Opportunities for the public to comment on BMOC agenda items will only be available to members of the public attending the meeting in person and will be limited to three minutes when the agenda item calls for public comment.

#7 For each agenda listing, one person will be assigned to do the presentation.

#### For Action Items

Once the presentation is made, each committee member will be given one opportunity to ask clarifying questions. Once each member of the committee has had their opportunity to ask questions, the chair will take a second round of questions if needed. After each committee member has had the opportunity to ask a second round of questions, the chair will then ask for public comment. Once public comment is closed, the chair will ask for a motion to be made and

seconded. Discussion will begin with each committee member limited to five minutes to present their position. Each committee member will be allowed to comment or pass before another committee member may comment a second time. If a committee member desires to speak after the 5 minute limit, the committee must approve the motion to extend the speaking time for the member by a majority of the members.

#### For Discussion Items

Once the presentation is made, each committee member will be given one opportunity to ask clarifying questions. When all committee questions have been answered, the chair will call for public comment. Once public comment is closed, the chair will start the discussion with each committee member limited to five minutes to present their input. Each committee member will be allowed to comment or pass before another committee member may comment a second time. If a committee member desires to speak after the 5 minute limit, the committee must approve the motion to extend the speaking time by a majority of the members.

#8 Committee members are encouraged to fully and efficiently participate in the committee's work by reviewing the materials prior to the meeting, limiting comments to the subject of the agenda item on the table, avoid repeating points that have already been made, and framing comments by providing specific suggestions or solutions.

#9 Each committee member will have the opportunity to be recognized and speak within the structure outlined above uninterrupted. The chair may interrupt a member's discussion if the content does not relate to the agenda item being discussed or the input becomes repetitive, combative, or disrespectful.

## Checklist for Meeting Brown Act Remote Meeting Requirements

Peralta CCD BMOB Attendance Sheet					
BMOB Member	In Person	Remote	Remote with just cause	Remote due to personal emergency	
Cambra					
Gamble					
Broadhurst					
Crawley					
Dawson					
Scott					
Sexton					
<b>Remote Attendance Checklist</b> <ul style="list-style-type: none"> <li>○ All votes by roll call</li> <li>○ Agenda posted at all teleconference locations</li> <li>○ All teleconference locations identified in agenda</li> <li>○ All teleconference locations open to the public</li> <li>○ Quorum of members participating from within District boundaries</li> <li>○ Public comment permitted at all locations.</li> </ul>					
<b>Remote Attendance (Just Cause) Checklist</b> <ul style="list-style-type: none"> <li>○ Quorum participates from single location within district boundaries and open to public</li> <li>○ Public must be able to see and hear the committee via zoom (or webcast + phone)</li> <li>○ Remote member must be connected by both aurally and visually</li> <li>○ Agenda must provide webcast/dial-in information</li> <li>○ Remote attendee must satisfy one or the following:                             <ul style="list-style-type: none"> <li>○ Caregiving to immediate family</li> <li>○ Suffering from a contagious illness</li> <li>○ Necessary due to physical or mental disability</li> <li>○ Traveling for official public agency business</li> </ul> </li> <li>○ Member must notify the board and give a description of the reason as soon as possible and not later than the start of the meeting.</li> <li>○ May be used no more than twice per calendar year and, combined with emergency circumstances, no more than three consecutive months or 20 percent of regular meetings in a calendar year or more than 2 meetings if board meets less than 10 times per year.</li> <li>○ Disclose presence of anyone over 18 present in remote location</li> </ul>					
<b>Remote Attendance (Emergency Circumstances) Checklist</b> <ul style="list-style-type: none"> <li>○ A physical or family medical emergency that prevents attendance</li> <li>○ Member must be connected aurally and visually</li> <li>○ Member must request to participate remotely and provide a general description of the circumstances that need not include any personal medical information.</li> <li>○ Committee must approve remote attendance by majority.</li> <li>○ May not be used when combined with just cause no more than three consecutive months or 20 percent of regular meetings in a calendar year or more than 2 meetings if board meets less than 10 times per year.</li> <li>○ Disclose presence of anyone over 18 present in remote location</li> </ul>					