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BOARD OF TRUSTEES DIRECTOR'S REPORT

Meeting Date: January 8, 2020
By: Kevin Lee, District Director

Exhibit 11.1

TITLE:

Adopting Rosenberg's Rules of Order for Meetings

DISCUSSION:

At the last regular board meeting, the Board adopted Rosenberg's Rules of Order to govern the parliamentary procedures of the Board of Library Trustees. The Board told the Director to bring revised Policy No. 4260 Rule of Order for Board and Committee Meetings reflecting that change.

RECOMMENDATION:

Approve and adopt amendments to Policy No. 4260 Rules of Order for Board and Committee Meetings.

BOARD ACTION

Motion: _____ Little___ Geronimo___ Ajigbotafe___ Cousar___ Lara___

Second: _____

☐ Approved as
Recommended

☐ Approved as
Amended

☐ Other: _____

Passed, approved, and adopted on _____, 2020.

Alex Geronimo, Board Secretary

Banning Library District

POLICY MANUAL

POLICY TITLE: ~~Rules of Order for Board and Committee Meetings~~ *Parliamentary Procedure*
POLICY NUMBER: 4260

4260.1 Action items will be brought before and considered by the Board by motion in accordance with the following policy. ~~“Robert’s Rules of Order” are followed for all meetings; however, these rules of order may allow for some flexibility. Rosenberg’s Rules of Orders will govern the parliamentary procedures of the Board of Library Trustees.~~

4260.2 Except where provided herein, or by other rules adopted by the Board or applicable provisions of state law, the procedures of the Board will be governed by the latest revised edition of Rosenberg’s Rules of Order. The latest edition of the Rosenberg’s Rules are appended herein for reference as Appendix A.

~~**4260.1.1** If a Trustee believes order is not being maintained or procedures are not adequate, then he/she should raise a point of order – not requiring a second – to the President. If the ruling of the President is not satisfactory to the Trustee, then it may be appealed to the Board. A majority of the Board will govern and determine the point of order.~~

~~**4260.2** Any Trustee desiring to speak should address the President and, upon recognition by the President, may address the subject under discussion.~~

~~**4260.3** Any Trustee may make or second a motion. A motion will be brought and considered as follows:~~

~~**4260.3.1** A Trustee makes a motion; another Trustee seconds the motion; and the President states the motion.~~

~~**4260.3.2** Once the motion has been stated by the President, it is open to discussion and debate. After the matter has been fully debated, and after the public in attendance has had an opportunity to comment, the President will call for the vote.~~

~~**4260.3.2.1** If the public in attendance has had an opportunity to comment on the proposed action, any Trustee may move to immediately bring the question being debated to a vote, suspending any further debate. The motion must be made, seconded, and approved by a majority vote of the Board.~~

~~**4260.4** Ordinarily, only one motion can be considered at a time and a motion must be disposed of before any other motions or business considered. There are a few exceptions to this general~~

rule, though, where a secondary motion concerning the main motion may be made and considered before voting on the main motion.

~~4260.4.1 Motion to Amend. A main motion may be amended before it is voted on, either by the consent of the Trustees who moved and seconded, or by a new motion and seconded.~~

~~4260.4.2 Motion to Table. A main motion may be indefinitely tabled before it is voted on, by a motion made to table, which is then seconded and approved by a majority vote of the Board.~~

~~4260.4.3 Motion to Postpone. A main motion may be postponed to a certain time by a motion to postpone, which is then seconded and approved by a majority vote of the Board.~~

~~4260.4.4 Motion to Refer to Committee. A main motion may be referred to a Board committee for further study and recommendation by a motion to refer to committee, which is then seconded and approved by a majority vote of the Board.~~

~~4260.4.5 Motion to Close Debate and Vote Immediately. As provided above, any Trustee may move to close debate and immediately vote on a main motion.~~

~~4260.4.6 Motion to Adjourn. A meeting may be adjourned by a motion made, seconded, and approved by a majority vote of the Board before voting on a main motion.~~

~~4260.5 The President will take whatever actions are necessary and appropriate to preserve order and decorum during Board meetings, including public hearings. The President may eject any person or persons making personal, impertinent or slanderous remarks, refusing to abide by a request from the President, or otherwise disrupting the meeting or hearing.~~

~~4260.5.1 The President may also declare a short recess during any meeting.~~

~~4260.6 By motion made, seconded and approved by a majority vote, the Board may, at its discretion and at any meeting: a) temporarily suspend these rules in whole or in part; b) amend these rules in whole or in part; or, c) both.~~



Rosenberg's Rules of Order

REVISED 2011

Simple Rules of Parliamentary Procedure for the 21st Century

By Judge Dave Rosenberg

Appendix A



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 not 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.



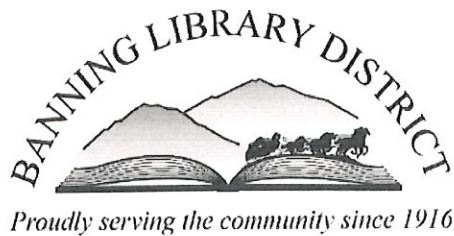
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**BOARD OF TRUSTEES
DIRECTOR'S REPORT**

Meeting Date: January 8, 2020
By: Kevin Lee, District Director

Exhibit 11.2

TITLE:

Facility Improvement and Renovation Discussion Update

DISCUSSION:

At the last regular board meeting, the Board wanted two more project managers to present. Staff is looking for two more project managers at this time. While we were searching for project managers, we also got a building inspector to inspect our walls. Upon inspection, there were not any significant cracking that would raise a structural failure concern at this time. The inspector also concluded that there are no safety concerns. Therefore, breaking down the walls to expand the library is not necessary at this time. Staff, however, believes there is a need to look for an interior designer to help the Library maximize its space for best use, along with some interior construction.

RECOMMENDATION:

That the Board give direction to staff.

BOARD ACTION

Motion: _____ Little___ Geronimo___ Ajigbotafe___ Cousar___ Lara___

Second: _____

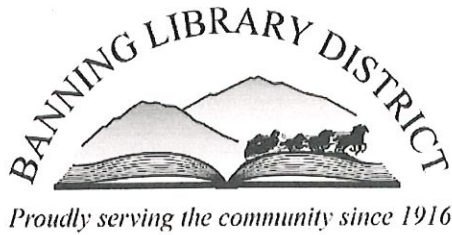
☐ Approved as
Recommended

☐ Approved as
Amended

☐ Other: _____

Passed, approved, and adopted on _____, 2020.

Alex Geronimo, Board Secretary



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**BOARD OF TRUSTEES
DIRECTOR'S REPORT**

Meeting Date: January 8, 2020
By: Kevin Lee, District Director

Exhibit 11.3

TITLE:

Retention Schedule and Policy Discussion Update

UPDATE:

We are about one-fourth way done of organizing existing records.

RECOMMENDATION:

No board action required.

BOARD ACTION

Motion: _____ Little___ Geronimo___ Ajigbotafe___ Cousar___ Lara___

Second: _____

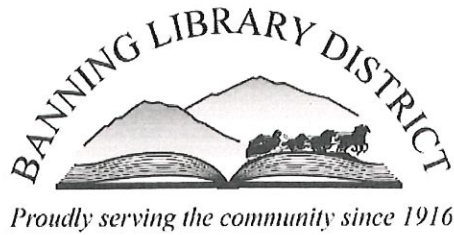
☐ Approved as
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☐ Approved as
Amended

☐ Other: _____

Passed, approved, and adopted on _____, 2020.

Alex Geronimo, Board Secretary



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**BOARD OF TRUSTEES
DIRECTOR'S REPORT**

Meeting Date: January 8, 2020
By: Kevin Lee, District Director

Exhibit 12.1

TITLE:

Creation of Policy No. 6020 Library Use

DISCUSSION:

The Library currently does not have a Library Use policy. The Library Use policy would address:

1. Hours of Operations
2. Eligibility
3. Borrowing Policies
4. Library Charges
5. Suspension of Library Privileges

Currently, there is a yellow sheet that states the policies, but I could not find them anywhere in the actual policy book.

RECOMMENDATION:

Approve and adopt Policy No. 6020 Library Use.

BOARD ACTION

Motion: _____ Little___ Geronimo___ Ajigbotafe___ Cousar___ Lara___

Second: _____

☐ Approved as
Recommended

☐ Approved as
Amended

☐ Other: _____

Passed, approved, and adopted on _____, 2020.

Alex Geronimo, Board Secretary

DRAFT

Banning Library District

POLICY MANUAL

POLICY TITLE: Library Use

POLICY NUMBER: 6020

6020.1 Hours of Operations

The Banning Library District is open six days a week:

- Monday, Tuesday, Thursday, and Friday - 9 am to 6 pm
- Wednesday - 10 am to 7 pm
- Saturday - 10 am to 5 pm

The Banning Library District is closed on the following holidays:

- New Year's Day
- Martin Luther King Jr. Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day
- The Day After Thanksgiving Day
- Christmas Eve
- Christmas Day
- New Year's Eve

6020.2 Eligibility

Any California resident with a valid photo identification card with a current address can apply for a library card. The Banning Library District requires proof of mailing address such as current phone bill, utility bill, vehicle registration, rental agreement, paystub, or bank statements if the photo identification card does not have a current address.

Parent or guardian must present a valid photo identification card to sign up a library card for a minor. Parent or guardian is responsible for the juvenile patron's items and internet use.

6020.3 Out of State or People without Proof of Residency

Out-of-state visitors and people without proof of residency can sign up for a Computer Only Card. A photo identification card is required. There is a fee of \$10 for out-of-state visitors.

6020.4 Borrowing Policies

Patron must present a valid library card to borrow items or to use a computer. Staff will lookup patron's card number once a year with a valid photo identification card.

Patron Accounts:

- New patrons are allowed to check out two items at a time for the first 30 days;
- After 30 days Adults and Juveniles are allowed up to 15 items in total;
- Adults can check out only one new DVD and five DVDs in total; and
- Children can check out only one new DVD and three DVDs in total.

Checkout Timeframes, Limitations, and Renewals:

All items can be renewed only once.

	Checkout Timeframe	Checkout Limitation	Renewals
New DVD	3 days	1	None
Regular DVD	7 days	5 for Adults, 3 for Children	None
Audiobooks	21 days	5 for Adults, 3 for Children	21 days
Magazines	7 days	3	7 days
New Fiction Books	7 days	3 per subject or author	7 days
New Non-Fiction Books	14 days	3 per subject or author	14 days
Regular Fictions	21 days	3 per subject or author	21 days
Regular Non-Fiction Books	21 days	3 per subject or author	21 days
Circulating Encyclopedias	7 days	3 per subject or author	7 days
Check-Out Bags	21 days	1	21 days
Check-Out Board Games	7 days	1	7 days

Holds:

Holds can be placed in person, over the phone, or online. A hold can be placed on any item, with a limit of three per customer. Items can be held for five days, after that they will be returned to the shelf or passed on to the next person in queue.

6020.5 Library Charges

- Library replacement cards are \$5.

	Overdue/Penalty Fines	Lost or Damaged
Books, Magazines, and Audio Books	\$0.25/day	Cost of the item plus \$10 processing fee. Replacement is at the District Director or assignee's discretion.
DVD	\$1/day	Cost of the item plus \$10 processing fee. No replacement.
ILL	Depends on the borrowing libraries' policies	Depends on the borrowing libraries' policies
ILL	There is a \$3 penalty if the item is not picked up by an assigned date.	Not applicable

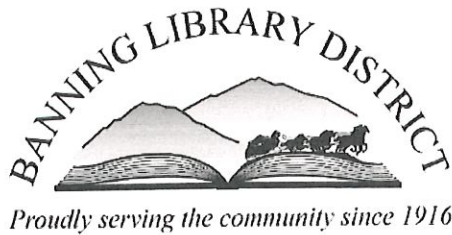
6020.6 Library Services

Printing/Copying	\$0.10 for black and white; \$0.35 for color print
Fax/Scans	\$1 per sheet with a library card
Inter-Loan Library	\$3 per request
Notary	\$15 per signature
Proctor Services	\$15 with a library card; \$25 without a library card
Conference Room Rental	See Policy No. 6000 for fee schedule

6020.7 Suspension of Library Privileges

Anyone who violates Policy No. 6040 Patron Conduct, Policy No. 6050 Unattended Children in the Library, and Policy No. 6060 Internet and Computer Use Policy will be suspended of library privileges.

Any patron who has a \$5.01 in balance will be suspended from library services, including borrowing privileges, computer uses, and certain online databases.



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**BOARD OF TRUSTEES
DIRECTOR'S REPORT**

Meeting Date: January 8, 2020
By: Kevin Lee, District Director

Exhibit 12.2

TITLE:

Deletion of Policy No. 2095 Job Description – Library Page

DISCUSSION:

Last library page was hired about a decade ago. Since then, library pages were not hired; library aides were hired. Library Page and Library Aide positions are similar and closely related (see attached)—there is no need to have both positions. Library Aides perform all the tasks that Library Pages would do, with additional responsibilities and work duties.

RECOMMENDATION:

Remove Policy No. 2095 Job Description – Library Page

BOARD ACTION

Motion: _____ Little___ Geronimo___ Ajigbotafe___ Cousar___ Lara___

Second: _____

☐ Approved as
Recommended

☐ Approved as
Amended

☐ Other: _____

Passed, approved, and adopted on _____, 2020.

Alex Geronimo, Board Secretary

Banning Library District

POLICY MANUAL

POLICY TITLE: Job Description – Library Aide
POLICY NUMBER: 2090

2090.1 A non-exempt clerical classification under the general direction of the Library Director, or Circulation Manager. Performs routine clerical library work.

2090.1.1 Works at the circulation desk checking-in and checking-out library materials and collecting fines and fees.

2090.1.2 Maintains cordial relations with all persons entitled to the services of the District, and refers all public inquiries to the appropriate staff.

2090.1.3 Seeks to carry into effect the expressed policies of the Board of Trustees.

2090.2 Typical Tasks

2090.2.1 Checks-in and checks-out library materials for customers.

2090.2.2 Empties the book drop.

2090.2.3 Answers the telephone and processes telephone renewals and holds.

2090.2.4 Files documents and library materials according to Library procedures.

2090.2.5 Participates in shelf reading as assigned.

2090.2.6 Operates a variety of office and business equipment.

2090.2.7 Assists public with operation of equipment such as copier and microfilm machine.

2090.2.8 Collects fines and fees and writes receipts as requested.

2090.2.9 Receives donations of materials and writes receipts as requested.

2090.2.10 Answers directional and informational inquiries or refers them to the appropriate staff.

2090.2.11 Refers reference questions to a Librarian, Library Assistant II or III or other appropriate staff, including the Library Director.

2090.2.12 Recommends policies for public service to his/her supervisor and/or to the Library Director.

2090.2.13 Records daily statistics at the circulation desk.

2090.2.14 Assists with opening and closing procedures as requested.

2090.2.15 Performs other duties as assigned.

2090.3 Required Qualifications

He/she will possess a high school diploma or the equivalent. He/she must possess the ability to effectively communicate in English, in both a written and verbal manner.

2090.4 Knowledge and abilities

2090.4.1 Ability to type a minimum of twenty (20) words per minute.

2090.4.2 Ability to perform general clerical and computer based work, such as word processing.

2090.4.3 Ability to file accurately according to Library filing rules.

2090.4.4 Ability to meet the public with tact and courtesy.

2090.4.5 Ability to follow oral and written instructions.

2090.4.6 Ability to establish and maintain effective working relationships with co-workers, the public and community organizations.

2090.4.7 Ability to follow Library policies and procedures.

2090.4.8 Ability to organize and manage work flow for self.

2090.4.9 Ability to ask for assistance or see further training/education when needed.

2090.4.10 Ability to learn the Dewey Decimal Classification system and other special organizational systems in use in the Library.

2090.5 Physical Demands

2090.5.1 The physical demands described here are representative of those that must be met by an employee to successfully perform the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

2090.5.1.1 Must possess mobility to work in a standard office setting.

2090.5.1.2 Must possess hearing and speech to communicate in person and over the telephone.

2090.5.1.3 The employee is required to sit; use hands to finger, handle, or feel objects; twist and reach with hands and arms.

2090.5.1.4 The employee is required to stand; walk; and stoop, kneel, or crouch.

2090.5.1.5 The employee must be able to push or pull book carts weighing up to 250 pounds and have the strength to pick up and carry supplies weighing up to twenty pounds.

2090.5.1.6 The employee must be able to see to perform data entry. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

2090.6 Work Environment

2090.6.1 The work environment characteristics described here are representative of those an employee encounters while performing the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

2090.6.2 Most work is performed in an office setting, although there may be occasional exposure to inclement weather conditions, noise, dust and potentially hazardous materials.

2090.6.3 Attendance at off-hours meetings and occasional travel may be required.

Banning Library District

POLICY MANUAL

POLICY TITLE: Job Description – Library Page
POLICY NUMBER: 2095

2095.1 A non-exempt clerical classification under the general direction of the Circulation Manager. Shelves library materials, empties the book drop and may check in/out library materials.

2095.1.1 Works at the circulation desk sorting materials for shelving.

2095.1.2 Maintains cordial relations with all persons entitled to the services of the District, and refers all public inquiries to the appropriate staff.

2095.1.3 Seeks to carry into effect the expressed policies of the Board of Trustees.

2095.2 Typical Tasks

2095.2.1 Empties the book drop.

2095.2.2 Sorts and shelves incoming books, audio-visual materials and periodicals.

2095.2.3 Keeps library materials in order on the shelves when shelving and also when assigned an area to inspect.

2095.2.4 Searches for library materials on the shelves as assigned by Library staff.

2095.2.5 Picks up trash inside and outside the Library building.

2095.2.6 Retrieves newspapers and magazines from storage areas.

2095.2.7 Assists the public with unloading gift books and magazines from their cars.

2095.2.8 Sets-up and breaks-down tables and chairs in the Library for programs and meetings.

2095.2.9 Performs other duties as assigned.

2095.3 Knowledge and abilities

2095.3.1 Ability to file accurately according to Library filing rules.

2095.3.2 Ability to meet the public with tact and courtesy.

2095.3.3 Ability to follow oral and written instructions and effectively communicate in English, in both a written and verbal manner.

2095.3.4 Ability to establish and maintain effective working relationships with co-workers, the public and community organizations.

2095.3.5 Ability to follow Library policies and procedures.

2095.3.6 Ability to organize and manage work flow for self.

2095.4 Physical Demands

2095.4.1 The physical demands described here are representative of those that must be met by an employee to successfully perform the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

2095.4.1.1 Must possess mobility to work in a standard office setting.

2095.4.1.2 Must possess hearing and speech to communicate in person and over the telephone.

2095.4.1.3 The employee is required to sit; use hands to finger, handle, or feel objects; twist and reach with hands and arms.

2095.4.1.4 The employee is required to stand; walk; and stoop, kneel, or crouch.

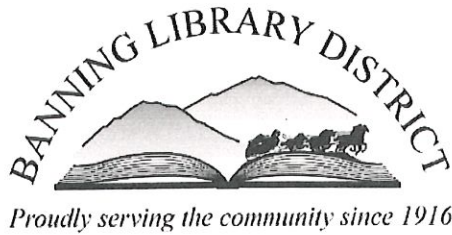
2095.4.1.5 The employee must be able to push or pull book carts weighing up to 250 pounds and have the strength to pick up and carry supplies weighing up to twenty pounds.

2095.4.1.6 The employee must be able to see to perform data entry. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

2095.5 Work Environment

2095.5.1 The work environment characteristics described here are representative of those an employee encounters while performing the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

2095.5.2 Most work is performed in an office setting, although there may be occasional exposure to inclement weather conditions, noise, dust and potentially hazardous materials.



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**BOARD OF TRUSTEES
DIRECTOR'S REPORT**

Meeting Date: January 8, 2020
By: Kevin Lee, District Director

Exhibit 12.3

TITLE:

Amendments to Policy No. 6060 Internet and Computer Use

DISCUSSION:

Internet and Computer Use Policy needed some revisions. First, the current policy limits patrons to one computer session per day. This is not a good practice. It is recommended to allow two sessions per day and additional sessions, at the staff's discretion. For example, a patron might need three sessions to complete his or her online job application. Policy must also prohibit patrons from sharing or using each other's library cards. We offer color printing services, but the current policy only mentions the black-and-white printing services. The current policy promises free printing services during tax season, but that is a matter of a library program and not Internet and Computer Use issue. We also do not sell flash drives or offer PC Reservation self-service computer to schedule computer use time.

RECOMMENDATION:

Approve and adopt amendments to Policy No. 6060 Internet and Computer Use

BOARD ACTION

Motion: _____ Little____ Geronimo____ Ajigbotafe____ Cousar____ Lara____

Second: _____

☐ Approved as
Recommended

☐ Approved as
Amended

☐ Other: _____

Passed, approved, and adopted on _____, 2020.

Alex Geronimo, Board Secretary

Banning Library District

POLICY MANUAL

POLICY TITLE: Internet and Computer Use Policy

POLICY NUMBER: 6060 6055

Internet and Computer Use Policy

Disclaimer

These policies are not all inclusive and are subject to change. The Banning Library District will not assume any responsibility for damages arising from the use of electronic services in our library, including the Internet. All patrons, including juveniles, have access to the Internet as part of Library services. The Library does not monitor juvenile use of the Internet. Supervision and determination of Internet use is up to the parent/guardian of the juvenile. Violations of any part of this policy will result in the suspension of computer and possibly library privileges. Illegal acts involving the Library's computers are subject to prosecution by local, state or federal authorities. Users are financially liable for any damage caused either directly or indirectly to any equipment or software belonging to the Library. The Library reserves the right to terminate a patron's internet/computer session at any time the staff deems the use to be in conflict with the internet use policy.

Privacy and Confidentiality

Electronic transactions of information and viewing screens could become public. The Library cannot guarantee privacy or confidentiality. The library wireless (wi-fi) signal is public and not secure or encrypted. This free service is an open network provided for your convenience and its use is at your own risk. It is available to the general public and is not inherently secure. The library cannot and does not guarantee the privacy of your data and communication while using the service.

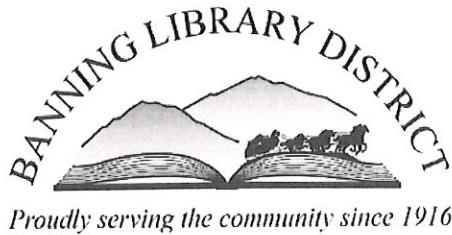
Use of Library Computers

1. The library provides 44 computer workstations for patron use. These have Microsoft Office software installed and can access the Internet through Mozilla Firefox or Internet Explorer.
2. Patrons are limited to ~~one~~ two sessions per day. *Staff may give additional sessions based on patron's nature of work.*
3. Use of the Library computers is a privilege and ~~not a right~~. If patrons have more than \$5.00 in fines on their library card their card may be blocked from accessing the computer.
4. ~~Patrons over 18 years of age who do not have a Banning Library card may ask for a guest pass at the circulation desk. Patrons are prohibited from using someone else's library card and or and sharing their library card numbers with someone else.~~
5. Printing is available from these workstations for 10 cents per page (black and white only) for black and white, and 35 cents for color. During tax season (1/1—4/15) patrons can print up to 40 pages of income tax forms free of charge.

6. The library has 8 laptops in the computer lab for patron use during lab times. These can be used for up to two hours, but cannot be used to print.
- ~~7. The library has flash drives available for sale to save your work, or to transfer print jobs from the laptop lab to the patron workstations.~~
- ~~8. Patrons can use the PC Reservation self-service computer to schedule time on the workstations.~~
9. All users will be courteous to those around them and not disturb other patrons.

Library Computers cannot be used for:

1. Criminal or illegal activities.
2. Intentional development of programs to infiltrate a computer or damage/alter the software of the computer.
3. Intentional seeking of information belonging to others and/or representing yourself as another individual when not authorized by that user to do so, including using another patron's library card to log on to the computer, with or without permission.
4. Installing software or programs onto the computer.
5. Harassment, libel or slander of others.
6. Displaying, viewing or disseminating sexually explicit, sexually suggestive, obscene or pornographic material in any way.



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BOARD OF TRUSTEES DIRECTOR'S REPORT

Meeting Date: January 8, 2020
By: Kevin Lee, District Director

Exhibit 12.4

TITLE:

Amendments to Policy No. 2420 Professional Development and Tuition

DISCUSSION:

We revised the title from "Professional Development and Tuition" to "Tuition Reimbursement" because Professional Development falls under Training, which we already have. The policy number needs to change as well because it does not belong in the 2000s.

The Tuition Reimbursement will be available for full-time employees. Part-time employees will have training opportunities to enhance their work-related skills. We determined that an amount figure needs to be in place. It is determined that up to \$1,500 per semester works well for tuition reimbursement, subject to funding availability and board approval. We changed the school requirement because many out-of-state schools offer accredited degrees that cost less.

Employees should also be able to use their new knowledge to benefit the Library. We are recommending the Board to approve that employees need to sign an agreement that if they leave within one year of the date of reimbursement, the amount paid will be deducted from their final paycheck.

RECOMMENDATION:

Approve and adopt amendments to Policy No. 2420 Professional Development and Tuition.

BOARD ACTION

Motion: _____ Little _____ Geronimo _____ Ajigbotafe _____ Cousar _____ Lara _____
Second: _____

☐ Approved as
Recommended

☐ Approved as
Amended

☐ Other: _____

Passed, approved, and adopted on _____, 2020.

Alex Geronimo, Board Secretary

Banning Library District

POLICY MANUAL

POLICY TITLE: ~~Professional Development and Tuition~~ *Tuition Reimbursement*
POLICY NUMBER: ~~2420~~ 5050

2420.1 Banning Library District encourages its employees to pursue educational opportunities which are related to their present work.

2420.2 ~~Reimbursement may be applied for by for reimbursement of tuition and required class materials (as described below) for employees with satisfactory work performance, on the following criteria: Full-time employees with minimum of one (1) year satisfactory work performance will be eligible for tuition reimbursement.~~

- Coursework must be from an California accredited 2-year or 4-year college or university, a technical school, an adult educational program, or a university extension program, and must be conducted while engaged in employment at the Banning Library District.
- Coursework must relate to the current employee's job duties.
- ~~The employee must receive a passing grade of "C" or better in each course for which reimbursement is sought.~~
- ~~An employee is eligible for reimbursement for courses begun after satisfactorily completing probation.~~
- Tuition, required class materials (i.e. books, and required course materials) and school/registration fee are eligible for reimbursement. Tools, supplies, meals, lodging, transportation, and parking fees are ineligible for reimbursement.
 - The entire cost of tuition and required class materials will be reimbursed for a full-time employee.
 - ~~One half of the cost of tuition and required class materials will be reimbursed for a part-time employee.~~
- Reimbursements will not be approved for expenses for which the employee receives payment from other sources (i.e. scholarships, grants, aid). Only out-of-pocket expenses will be reimbursed.
- *Employees will sign an agreement that if they leave within one year of the date of reimbursement, the amount paid will be deducted from their final paycheck.*

2420.3 The District Director may approve ~~registration of one course up to \$1,500 per semester or quarter to any one employee.~~ Approval depends on annual budgetary limitations in the ~~Professional Development and Tuition~~ *Tuition Reimbursement* fund. Requests for reimbursement must be submitted in writing. The employee must complete and submit the ~~Educational Assistance~~ *Tuition Reimbursement Agreement* at least three weeks before the class begins. The employee will be notified *in writing* of final approval, or the reasons for disapproval.

2420.4 ~~After the course is completed,~~ the employee is responsible for submitting to District Director the following documentation:

- ~~Documentation of a course completion with a~~ passing grade (C or better)
- ~~Coursework (i.e. Unofficial transcript)~~
- Receipts
- Expense Demand form, ~~with approval letter attached~~