The Board shall include one non-voting student member. The term of office shall be one year commencing July 1.

The student member shall be a resident of California at the time of nomination, and during the term of service, and shall be enrolled in and maintain a minimum of five (5) semester units in the District at the time of nomination and throughout the term of service. The student shall maintain at least a 2.75 GPA.

The student member serves as an Associated Students executive officer with the same rights and responsibilities of other Associated students executive officers. The student member shall be seated with the Board and shall be recognized as a full member of the Board at meetings. The student member is entitled to participate in discussion of issues and receive all materials presented to members of the Board (except for closed session). The student member shall be entitled to any mileage allowance necessary to attend board meetings to the same extent as publicly elected trustees.

On or before May 15 of each year, the Board shall consider whether to afford the student member any of the following privileges:

- The privilege to make and second motions;
- The privilege to attend closed sessions, other than closed sessions on personnel or collective bargaining matters;
- The privilege to receive compensation for meeting attendance at a level of $252 per month. See BP 2725;
- The privilege to serve a term commencing on July 1;
- The privilege to cast an advisory vote, although the vote shall not be included in determining the vote required to carry any measure before the Board.

For the 2004-2005 school year, all of the above privileges as listed except the privilege to attend closed sessions.
Reference:  *Section 10012 State of California Elections Code*

The Board of Trustees has determined that the Ohlone Community College District shall pay in excess of $200 for any candidate’s statement in English and/or another language to be sent to the voter except for $200. In the event the Federal Voting Act requires a printed translation, the District shall pay for the cost of printing the translation.

In the event any candidate is indigent and unable to pay the aforementioned sum of $200, said candidate shall be exempt from paying any fees for printing and distributing his/her candidate’s statement provided said candidate signs and files an affidavit of Indigency (in the form approved by this Board) with the Registrar of Voters of Alameda County, in which event this District will pay the entire cost of printing and distributing said candidate’s statement.

The District does not permit candidates for membership on the Board of Trustees to include other materials to be sent to the voter at the District in addition to the sample ballot and the voter’s pamphlet; however, candidates may send any information they choose to voters at their own expense.

The Registrar of Voters, County of Alameda, has been directed to provide a written copy of this policy to each candidate’s representative at the time nomination papers are picked up.
BP 2305  Annual Organizational Meeting

Reference: *Education Code Section 72000(c)(2)(A)*

The annual organizational meeting of the Board will be *within* 15 days of the date on which a board member who is elected takes office, or, in years in which no regular election for governing board members is conducted. The purpose of the annual organizational meeting is to elect a President and Vice President, and appoint or elect a Secretary, and conduct any other business as required by law or determined by the Board. Parliamentary procedure and rules followed in Robert’s Rules of Order shall be followed except where specifically amended by the Board.
BP 2315  Closed Sessions

Reference:  Government Code Sections 54956.8, 54956.9, 54957, 54957.6, 11125.4; Education Code Section 72122

Closed sessions of the Board shall only be held as permitted by applicable legal provisions including but not limited to the Brown Act, California Government Code and California Education Code. Matters discussed in closed session may include:

- The appointment, employment, evaluation of performance, discipline or dismissal of a public employee;
- Charges or complaints brought against a public employee by another person or employee, unless the accused public employee requests that the complaints or charges be heard in an open session. The employee shall be given at least twenty-four (24) hours written notice of the closed session.
- Advice of counsel on pending litigation, as defined by law;
- Consideration of tort liability claims as part of the district’s membership in any joint powers agency formed for purposes of insurance pooling;
- Real property transactions regarding the proposed price of the transaction;
- Threats to public security;
- Review of the District’s position regarding labor negotiations and giving instructions to the District’s designated negotiator;
- Discussion of student disciplinary action, with final action taken in public;
- Conferring of honorary degrees;
- Consideration of gifts from a donor who wishes to remain anonymous;
- To consider its response to a confidential final draft audit report from the Bureau of State Audits;
- The examination of a witness any or all other witnesses in the matter being investigated by the legislative body.

The agenda for each regular or special meeting shall contain information regarding whether a closed session will be held and shall identify the topics to be discussed in any closed session in the manner required by law.

Persons attending any closed session should be limited to the Board of Trustees and others specifically invited to attend that closed session or as permitted by law.

After any closed session, the Board shall reconvene in open session before adjourning and shall announce any actions taken in closed session and the vote of every member present.

All matters discussed or disclosed during a lawfully held closed session and all notes, minutes, records or recordings made of such a closed session are confidential and shall remain confidential unless and until required to be disclosed by action of the Board or by law.

If any person requests an opportunity to present complaints to the Board about a specific employee, such complaints shall first be presented to the President/Superintendent. Notice shall be given to the employee against whom the charges or complaints are directed. If the complaint is not resolved at the administrative level, the matter shall be scheduled for a closed session of the Board. The employee shall be given at least twenty-four (24) hours written notice of the closed session, and shall be given the opportunity to request that the complaints be heard in an open meeting of the Board.
A quorum of the Board shall consist of four (4) members.

The Board shall act by majority vote of all of the membership of the Board, present and voting, except as noted below.

No action shall be taken by secret ballot.

The following actions require a two-thirds majority of all members of the Board:

- Resolution of intention to sell or lease real property (except where a unanimous vote is required);
- Resolution of intention to dedicate or convey an easement;
- Resolution authorizing and directing the execution and delivery of a deed;
- Action to declare the District exempt from the approval requirements of a planning commission or other local land use body;
- Appropriation of funds from an undistributed reserve;
- Resolution to condemn real property.

The following actions require a unanimous vote of all members of the Board:

- Resolution authorizing a sale or lease of District real property to the state, any county, city, or to any other school or community college district;
- Resolution authorizing lease of District property under a lease for the production of gas.
BP 2345  Public Participation at Board Meetings

Reference:  Government Code Sections 54954.3, 54957.5; Education Code 72121.5

The Board shall provide opportunities for members of the general public to participate in the business of the Board.

Members of the public may bring matters directly related to the business of the District to the attention of the Board in one of two ways:

1. There will be a time at each regularly scheduled board meeting for the general public to discuss items not on the agenda. There will be a five-minute limitation for each speaker, which may be extended by the Board President or by other Board action.

Members wishing to present such items shall submit a written request at the beginning of the meeting to the President of the Board that summarizes the item and provides his or her name and organizational affiliation, if any. No action may be taken by the Board on such items.

2. Members of the public may place items on the prepared agenda in accordance with Board Policy 2340.

A written summary of the item must be submitted to the President/Superintendent at least 10 days including Saturdays, Sundays, and holidays to assure compliance with the Brown Act prior to the board meeting. The summary must be signed by the initiator, contain his or her residence or business address, and organizational affiliation, if any.

Members of the public also may submit written communications to the Board on items on the agenda and/or speak to agenda items at the board meeting. Written communication regarding items on the Board's agenda should reach the office of the President not later than five working days prior to the meeting at which the matter concerned is to be before the Board. All such written communications shall be dated and signed by the author, and shall contain the residence or business address of the author and the author's organizational affiliation, if any.

If requested, writings that are public records shall be made available in appropriate alternative formats so as to be accessible to persons with a disability.

Claims for damages are not considered communications to the Board under this rule, but shall be submitted to the District.

See Administrative Procedure #2345.
BP 2350  Speakers

Reference:  Government Code Sections 54950, et seq.; Education Code Section 72121.5

Persons may speak to the Board either on an agenda item or on other matters of interest to the public that are within the subject matter jurisdiction of the Board.

Oral presentations relating to a matter on the agenda, including those on the consent agenda, shall be heard before a vote is called on the item.

Persons wishing to speak to matters not on the agenda shall do so at the time designated at the meeting for public comment.

Those wishing to speak to the Board are subject to the following:

- The President of the Board may rule members of the public out of order if their remarks do not pertain to matters that are within the subject matter jurisdiction of the Board or if their remarks are unduly repetitive.

- Non-scheduled substitutes may not speak in place of scheduled speakers unless alternates have been submitted on the original request.

- Employees who are members of a bargaining unit represented by an exclusive bargaining agent may address the Board under this policy, but may not attempt to negotiate terms and conditions of their employment. This policy does not prohibit any employee from addressing a collective bargaining proposal pursuant to the public notice requirements of Government Code Section 3547 and the policies of this Board implementing that section.

- No member of the public may speak without being recognized by the President of the Board.

- Each speaker will be allowed a maximum of five minutes per topic. Thirty minutes shall be the maximum time allotment for public speakers on any one subject regardless of the number of speakers at any one board meeting. At the discretion of a majority of the Board, these time limits may be extended.

- Each speaker coming before the Board is limited to one presentation per specific agenda item before the Board, and to one presentation per meeting on non-agenda matters.
BP 2360  Minutes

Reference:  *Education Code Section 72121(a); Government Code Section*

The President/Superintendent shall cause minutes to be taken of all meetings of the Board. The minutes shall record all actions taken by the Board. The minutes shall be public records and shall be available to the public. If requested, the minutes shall be made available in appropriate alternative formats so as to be accessible to persons with a disability.

The minutes shall also record the name of the person making a motion, the name of the person seconding it, and the vote. Voting will be via voice or by roll call. A member voting for or against a proposition may state the reasons and may have them recorded in the minutes if the member so requests at the time of voting. Minutes will usually state only that a motion was passed or not passed. If a count was ordered, the number of votes on each side; for roll call votes, the names of those voting on each side.

Minutes will be recorded as indicated in Robert’s Rules of Order.
The Board may adopt such policies as are authorized by law or determined by the Board to be necessary for the efficient operation of the District. Board policies are intended to be statements of intent by the Board on a specific issue within its subject matter jurisdiction.

The policies have been written to be consistent with provisions of law, but do not encompass all laws relating to district activities. All district employees are expected to know of and observe all provisions of District policies and law pertinent to their job responsibilities.

Policies of the Board may be adopted, revised, added to or amended at any regular board meeting by a majority vote. Proposed changes or additions shall be introduced not less than one regular meeting prior to the meeting at which action is recommended.

Any policy or procedure, unless required by statute, may be suspended by a majority vote of the entire Board, which vote will be taken by roll call and will be entered in the minutes of the meeting.

Administrative procedures are to be issued by the President/Superintendent as statements of method to be used in implementing Board Policy. Such administrative procedures shall be consistent with the intent of Board Policy. Administrative procedures may be revised as deemed necessary by the President/Superintendent.

The President/Superintendent shall, annually, provide each member of the Board with copies of the administrative procedures including any revisions since the last time they were provided. In lieu of the distribution of the complete documents, the President/Superintendent may prepare a special edition for any specific group of employees and omit from those policies and regulations, which do not have a direct bearing upon the activities of that group of employees. The Board reserves the right to direct revisions of the administrative procedures should they, in the Board’s judgment, be inconsistent with the Board’s own policies.

Copies of all policies and administrative procedures shall be readily available to District employees through the President/Superintendent and the College website.

The Board shall adopt annually the College Catalog. Stated policies therein shall apply for the college year.

See Administrative Procedure #2410.
BP 2420 Purpose and Role of Board

The purpose and the role of the Board is as follows:

- Select and appoint the President/Superintendent of the District;
- Determine the policies which will govern the operation of the District;
- Adopt policies and procedures for the Governance of the District and to review them periodically;
- Approve the annual budget;
- Approve the expenditure of all funds;
- Confirm the actions of the President/Superintendent pertaining to the appointment of District employees;
- Pass upon recommendations of the President/Superintendent pertaining to the appointment of Vice Presidents;
- Pass upon recommendations of the President/Superintendent pertaining to dismissal of employees;
- Fix the rate compensation for all employees, and to review all salary schedules annually;
- Pass upon recommendations of the President/Superintendent on site utilization and physical plant development;
- Pass upon recommendations of the President/Superintendent of capital outlay with reference to buildings, major improvements, and equipment;
- Pass upon recommendations of the President/Superintendent on matters of repairs and maintenance of the buildings, grounds, and equipment;
- Require and consider reports from the President/Superintendent concerning program and condition of the College;
- Consider and pass upon the curricular offerings of the College upon the recommendation of the President/Superintendent;
- Consider and pass upon the annual calendar;
- Consider and pass upon the recommendations of the President/Superintendent in all matters of policy pertaining to the welfare of the College;
- Provide for the establishment of the necessary procedures to assure proper accounting of receipts and disbursements of District funds and those of student organizations, and other funds under the supervision of the District;
- Provide for the annual audit of all funds of the District, student organizations, and other funds handled under the supervision of the District;
- Consider communications and requests from citizens or organizations on matters of policy and administration;
- Establish citizen advisory committees and curricular or vocational advisory committees, and to approve the memberships of such committees;
- Serve as a final appeal for students, employees, and citizens of the Ohlone Community College District. The Board will serve in its appellate role for students and employees of the College only after a decision on the matter in contention has been made by administrative action and then upon the basis of a request for reconsideration of the matter by the Board by citizens of the District may be made following administrative consideration;
- Notify as individual Board members, the President or Secretary of the Board when they will be absent from a Board meeting. Such notification shall be given as far in advance of the meeting as is possible;
• Submit annually, and at such other times as shall be required, statements of financial interests in accordance with Governing Code Sections 87300 et seq. See BP 2710;
• Board to hire attorney and auditor who reports to the Board.
BP 2710 Conflict of Interest

Reference: Government Code Sections 1090, et seq.; 1126; 87200, et seq.; Title 2, Sections 18730 et seq.

CONFLICT OF INTEREST POLICY

Board members shall not be financially interested in any contract made by the Board or in any contract they make in their capacity as Board members.

A Board member shall not be considered to be financially interested in a contract if his or her interest is limited to those interests defined as remote under Government Code Section 1091 or is limited to interests defined by Government Code Section 1091.5.

A Board member who has a remote interest in any contract considered by the Board shall disclose his or her interest during a Board meeting and have the disclosure noted in the official Board minutes. The Board member shall not vote or debate on the matter or attempt to influence any other Board member to enter into the contract.

A Board member shall not engage in any employment or activity that is inconsistent with, incompatible with, in conflict with or inimical to his or her duties as an officer of the district.

In compliance with law and regulation, the President/Superintendent shall establish administrative procedures to provide for disclosure of assets of income of Board members who may be affected by their official actions, and prevent members from making or participating in the making of Board decisions which may foreseeably have a material effect on their financial interest.

Board members shall file statements of economic interest with the filing officer identified by the administrative procedures.

Each designated employee shall file an annual statement disclosing that employee's interests in investments, real property, and income designated as reportable by the Political Reform Act of 1974. The positions listed in this section are designated positions. Officers and employees holding those positions are designated employees and are deemed to make, or participate in the making of, decisions which may foreseeably have a material effect on a financial interest of the designated employee.

PLACE AND TIME OF FILING

- All designated employees required to submit a statement of financial interests shall file the original with the Secretary to the President/Superintendent.

- A copy of the College President/Superintendent's Statement of Economic Interests (Form 700) shall be filed with the Alameda County Board of Supervisors.

- A designated employee required to submit a statement of financial interest shall submit an initial statement disclosing all reportable investments and interests in real property, but not income, within thirty (30) days after the effective date of this Code.

- All employees of the District appointed, promoted, or transferred to designated positions shall file initial statements not less than ten (10) days before assuming office, unless an earlier assumption of office is required by emergency circumstances, in which case the statement shall be filed within thirty (30) days thereafter.

- Annual statements shall be filed by all designated employees. Such statements shall cover the period of the preceding calendar year and shall include income for the preceding calendar year as well as investments and interest in real property.
A designated employee required to file a statement of financial interest with any other agency, which is within the same territorial jurisdiction, may comply with the provisions of this Code by filing a duplicate copy of the statement filed with the other agency, in lieu of an entirely separate document.

CONTENTS OF DISCLOSURE STATEMENTS
Disclosure statements shall be made on forms supplied by the Alameda County Clerk and shall contain the following information:

Contents of Investment and Real Property Reports: When an investment, or an interest in real property, is required to be reported, the statement shall contain:

- A statement of nature of the investment or interest;
- The name of the business entity in which each investment is held, and a general description of the business activity in which the business entity is engaged;
- The address or other precise location of the real property;
- A statement whether or not the fair market value of the investment, or interest in real property, exceeds ten thousand dollars ($10,000), and whether it exceeds one hundred thousand dollars ($100,000). This information need not be provided with respect to an interest in real property which is used principally as the residence of the filer.

Contents of Personal Income Reports: When personal income is required to be reported, the statement shall contain:

- The name and address of each source of income aggregating two hundred and fifty dollars ($250) or more in value, or twenty-five dollars ($25) or more in value if the income was a gift, and a general description of the business activity, if any, of each source;
- A statement whether the aggregate value of income from each source was greater than one thousand dollars ($1,000); and whether it was greater than ten thousand dollars ($10,000);
- A description of the consideration, if any, for which the income was received;
- In the case of a gift, the name and address of the donor and the amount or other description of the gift, and the date on which the gift was received.

Contents of Business Entity Income Reports: When income of a business entity, including income of a sole proprietorship, is required to be reported, the statement shall contain:

- The name, address, and a general description of the business activity of the business entity;
- In the case of a business entity which provides legal or brokerage services, the name of every person, who is a reportable source of income, who paid fees to the business entity, if the filer's pro rata share of fees from such person was equal to or greater than one thousand dollars ($1,000);
- In the case of a business entity not covered by paragraph 2, the name of every person, who is a reportable source of income, from whom the business entity received payments, if the filer's pro rata share of gross receipts from such person was equal to or greater than ten thousand dollars ($10,000) during a calendar year;
- For purposes of disclosure, a financial interest in any business or indirect investment or interest includes any investment or interest owned by the spouse or dependent child of a designated employee, an agent on behalf of a designated employee, any business controlled by the designated employee, or by a trust in which he or she has a substantial interest. A business is controlled by a designated employee if the designated employee, his or her
agents, spouse or dependent children hold more than 50 percent of the ownership interest in the business. A designated employee has a substantial interest in a trust when the designated employee, his or her spouse or dependent children have at present or future interest worth more than one thousand dollars ($1,000).

Contents of Management Positions Reports: When management positions are required to be reported, designated employees shall list the name of each business entity not specified above in which they are a director, officer, partner, trustee, employee, or in which they hold any position of management.

Initial Statement: The initial statement filed by an employee appointed to a designated position shall disclose any reportable investments and interests in real property.

Acquisition or Disposal During Reporting Period: In the case of a statement filed under Section 8.3.E, if the investment, or interest in real property, was partially or wholly acquired or disposed of during the period covered by the statement, the date of acquisition or disposal.

Disqualification: Designated employees must disqualify themselves from making or participating in the making of any decisions which will foreseeably have a material financial effect, distinguishable from its effect on the public generally, on any reportable interest of that employee, except sources of gifts less than $250 or any other financial interest as defined in Government Code Section 87103. No designated employee shall be prevented from making or participating in the making of any decision to the extent his/her participation is legally required for the decision to be made.

- **Manner of Disqualification:** A designated employee required to disqualify himself or herself shall notify the President/Superintendent in writing. A copy of this notice shall be retained by the President/Superintendent who shall forward the original to the Alameda County Board of Supervisors. Upon receipt of such statement, the President/ Superintendent shall immediately reassign the matter to another employee.

**DESIGNATED POSITIONS**

Persons occupying the following positions are designated employees and are deemed to make, or participate in the making of, decisions which may foreseeably have a material effect on a financial interest of the designated employee. Each designated employee shall file an annual statement disclosing that employee's interests in investments, real property, and income designated as reportable by the Political Reform Act of 1974.

**EXHIBIT A**

- **Members of the Board of Trustees:** Responsible to the electorate to consider and pass upon the recommendations of the President/Superintendent in all matters of policy pertaining to the welfare of the College, including, but not limited to, approval of the annual budget, and approval of the expenditure of all District funds.

- **President/Superintendent:** The Chief Executive and Administrative Officer of the Board of Trustees. Recommends on all matters relating to facility acquisition and development including sites, buildings, and equipment necessary to provide for the educational program of the College. Implements such acquisitions and developments when approved.

- **Vice President/Deputy Superintendent, Administration and Technology Services:** Member of Management Team. The chief fiscal officer of the District. Responsible to the President/Superintendent for fiscal and technology planning and management of all District financial resources, disbursements, accounting and technology services. Represents the District's interest in relationship to all vendors, construction contractors, and agencies concerning plant and property matters.
Vice President/Deputy Superintendent, Instruction and Student Services: Member of Management team. Provides primary leadership responsibilities for planning, implementing, and coordinating the educational program of the College. The Vice President /Deputy Superintendent will serve as advisor to the President/Superintendent in matters related to curriculum and instruction.

Associate Vice President, Student Services: Member of Management Team. Provides primary leadership for the wide array of student services and support activities at Ohlone College, which support and complement the instructional program. The Associate Vice President, Student Services, will coordinate the activities of the office with that of the Vice President/Deputy Superintendent, Instruction and Student Services; the Vice President/Superintendent, Administration and Technology Services; and the President/Superintendent.

Director, College Foundation: Member of Management Team. Responsible for developing, managing, and implementing a comprehensive advancement program that achieves fund development objectives. Serves as the executive director of the Ohlone Foundation.

Director of College Relations: Member of Management Team. Coordinates and implements marketing strategies to promote the College and its programs; responsible for public and media relations, and external and internal communications.

Director of Grants Development: Member of the management team. Reports to the President/Superintendent and identifies, writes, prepares, and supports grant proposals according to institutional guidelines, goals, and priorities. Disseminates information on funding sources and otherwise works with college staff to develop successful grant projects. Coordinates grants development for all units of the college district.

Dean of Business Services: Member of Management Team. Responsible for the District’s finance and accounting functions; prepares financial statements, projections and analyses.

Director of Purchasing, Contract Administration, and Auxiliary Services: Member of the Management Team. Under direction, plans, directs, manages, supervises, and coordinates programs and projects with the Business Services Division; coordinates assigned activities with other District departments and outside agencies; and provides highly responsible and complex administrative support of the Vice President/Deputy Superintendent, Administration and Technology Services.

District Buyer: Writes specifications and bid documents, checking purchase requisitions, selecting and assigning vendors for various supplies and equipment.

Director, Bookstore: Member of Management Team. Plans, organizes, and supervises the operation of a college bookstore, recommends policies and procedures to be followed.

Bookstore Merchandise Buyer: Purchases materials, selecting vendors without significant intervening review.

Bookstore Textbook Buyer: Under direction, coordinates the ordering of textbooks for the College to assure students and instructors have the necessary textbooks and the materials for classes; train and provide work direction to assigned staff.

Chief –Safety and Security: Member of Management Team. Under general direction, directs, manages, supervises, and coordinates the programs and activities of the Campus Safety and Security Department.

Community Events Coordinator: Responsible for the coordination and operation of the Flea Market and other on-campus community fund-raising events.

Dean of Human Resources: Member of Management Team. Manages the operations of the Human Resources Department, payroll, and staff development. Acts as the District's Equal Opportunity Officer; serves as a District representative in collective bargaining with classified and certificated staff.
• **Associate Vice President for Information Technology**: Member of the management team. Reports to the Vice President Administration & Information Technology/Deputy Superintendent and responsible for planning, implementing, and administering District-wide technology applications and support services. Provides technology leadership and insures the effective delivery of integrated instructional and informational services to all college constituents.

• **Director of Information Services**: Member of Management Team. Plans, organizes, and directs computer and telecommunication operations for the College, including computer systems analysis, systems design, programming, maintenance, and operation.

• **Director of Facilities**: Member of the Management Team. Responsible for all campus facilities, including the areas of maintenance, operations, grounds, transportation, and energy conservation, long-term facility planning and oversight of major capital building and repair projects.

• **Assistant Director of Facilities**: Member of the Management Team. Under direction, is responsible for assisting the director in organizing, planning, assigning, and directing work in the buildings and grounds program.

**See Administrative Procedures #2710.**
BP 2716  Political Activity

Reference:  Education Code Sections 7054; 7056; Government Code 8314

Members of the Board shall not use District funds, services, supplies or equipment to urge passage or defeat of any ballot measure or candidate, including, but not limited to, any candidate for election to the governing board.

Initiative or referendum measures may be drafted on a area of legitimate interest to the District. The Board may by resolution express the Board’s position on ballot measures. Public resources may be used only for informational efforts regarding ballot measures.
BP 2730 Health Benefits

Reference: Government Code Section 53201

Members of the Board shall be permitted to participate in the District's health benefit programs.

Upon leaving the Board, former members of the Board may continue to participate in the District's health benefits programs for themselves, their spouse and dependents, without cost to the district, and subject to the authority of the District to modify such coverage as modified for the active employees, if the following criteria are met: the member must have served on the Board after January 1, 1981; the member must have been first elected to the Board before January 1, 1995; and the member must have served at least 12 years.

There is no continuance of benefits for the surviving spouse of the Board member.
BP 2735   Board Member Travel

Reference:  *Education Code Section 72423*

Members of the Board shall have travel expenses paid whenever they travel as representatives of and perform services directed by the Board.

**Board Member requests for District payment of any expenses associated with out of state Board Member travel must be pre-authorized by the Board.**

**See Administrative Procedure #2735.**