



FCC BOARD OF TRUSTEES POLICY

Policy Type: Governance Process

Policy Title: Special Rules of Order

Policy Number: GP-11

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Date Last Reviewed: 2.18.2026

Office Responsible: President's Office

Reviewing Committee: Board of Trustees

The Frederick Community College Board of Trustees meetings will be conducted in an orderly, effective process, led and defined by the Board Chair/Chief Governance Officer (CGO).

1. All legal requirements and by-law obligations respecting Board meetings must be satisfied.
2. Board meetings shall be called to order at the time specified in the meeting notice and upon satisfaction of a quorum.
3. Trustees will not present an item for action or discussion at a Board meeting if it is not on the agenda, unless otherwise approved by a majority vote of the Board and if permitted by law.
4. Meeting order and decorum shall be maintained, and all members shall be treated with dignity, respect, courtesy, and fairness during discussion and debate and in all other respects.
5. Trustees must keep their comments relevant to the issue under consideration.
 - 5.1. Trustees may ask questions for clarification and understanding of matters for discussion or action before the Board. Questions shall be asked in a manner that supports the Board's collective governance role and the orderly conduct of meetings.

- 5.1.1. Trustee questions shall remain within the Board's role of setting policy, defining outcomes, and ensuring accountability, rather than focusing on operational decision-making delegated to the President.
 - 5.1.2. Questions shall be concise, relevant to the subject under consideration, and intended to enhance shared understanding rather than advocate positions or debate merits.
 - 5.1.3. Questions shall be directed through the Chair, who determines the appropriate respondent and may manage the timing or sequencing of questions to ensure efficient meeting flow.
 - 5.1.4. Trustees may submit complex or data-intensive questions to the Chair or President in advance of the meeting when feasible.
 - 5.1.5. Questions that cannot be reasonably addressed during the meeting, or that require additional analysis or information, may be deferred for follow-up.
6. Board meetings will be conducted at a level of informality considered appropriate by the Board Chair.
7. Board decisions will be made based on consensus to the extent possible.
 - 7.1. Where consensus is not possible or where required by law whether or not consensus exists (for instance, procurement decisions), proposals that the Board take action, or decide a particular matter, shall be made by main motion of a Trustee, discussed, and then voted on. Motions do not require a second to proceed to discussion and subsequent vote.
 - 7.2. To the same extent as any Board member, the Chair may make motions, engage in debate, and vote on any matter to be decided.
 - 7.3. A main motion may be amended only once.
 - 7.4. A motion to refer to a committee, postpone, or table may be made regarding a pending main motion. If carried, it shall set the main motion (the initial proposal) aside accordingly.
8. Trustees may speak to a pending motion on as many occasions and at such length as the Chair may reasonably allow.
9. A vote on a motion shall be taken when the discussion ends; however, any Trustee may, during debate, move for an immediate vote (close debate) which, if carried, shall end the discussion, and the vote on the main motion shall then be taken.

10. A decision to discontinue the Board's use of Policy Governance can occur only by a supermajority (i.e., Two-thirds) vote of the entire Board.
11. Board decisions about policies and revisions to policies will be considered either first by the Board members assigned for pre-review of the policies, or with pre-review by the Board as a whole. Revisions to policies will be discussed by the Board with a Board decision finalized at the following monthly meeting. If approved, a Policy revision has immediate effect, unless the Policy, by its terms, has an implementation or transition schedule or a deferred effective date.
12. A motion to adjourn a Board meeting may be offered by any Trustee, or, on the conclusion of all business, the Chair may declare adjournment of the meeting.
13. When the Board is to develop further rules of order, it will consider Robert's Rules of Order for Small Boards & Assemblies as a resource guide.

Date Of Change	Version	Description of Change	Responsible Party
5.22.2024	1.0	First release following Policy Governance consulting work.	President
1.15.2025	2.0	Update to item 10 to remove the example of two-thirds being five Trustees	President
2.18.2026	3.0	Add new items 5.1 and 5.1.1-5.1.5 establishing guidelines for questions; and revise item 11 to add pre-review of policies by Board as a whole and clarify process for revising policies	President