

BOARD POLICY SERIES NUMBER: 2040

TITLE: BOARD MEETING PROCEDURES

- A. Annual Organizations Meeting – The Board of Education will hold an annual organizational meeting in July.
- B. Regular Board Meetings – Regular board meetings will be held monthly. Other meetings will be held as needed. The date and location of a regular meeting may be changed by the action of the board either by letter or by distribution of the minutes carrying a record of the change. In case of a change in date or location of a regular meeting, the clerk shall take appropriate steps to inform the public of the change in advance of the meeting.
- C. Executive Sessions – Executive sessions shall be held in compliance with Oregon Revised Statutes. Executive sessions, in accordance with Oregon Revised Statutes, are not open to the public.
- D. Rules of Order – Robert's Rules of Order shall be used as a guide in conducting board meetings, except as otherwise noted in board policy.
- E. Public Participation in Board Meetings – All regular meetings of the board are open to the public. The board encourages and welcomes participation in its regular board meetings and provides for public discussion of agenda items during the meeting under the agenda item, "Hearing of Delegations and Citizens."

The board, however, has no obligation to act upon any public request or proposal unless such request or proposal is submitted in writing to the college president at least eight days before the meeting, and the chairperson of the board places it on the agenda. Citizen's discussion time may be limited by the chairperson of the board.

- F. Minutes of Board Meetings – A record of all transactions of the board will be set forth in the official minute book of the board. The minutes will record the name of the member making a motion, the name of the person seconding it, and the vote of each board member.
- G. Voting – Voting at board meetings will be by voice vote – A member voting against a proposition may state the reasons and have them recorded in the minutes if so requested at the time of voting. Any member may also request the "yeas" and "nays" to be taken and entered in the minutes on any question before the board. Abstention is not desirable and if insisted upon will be recorded as a "nay" vote. Reference Board Policy series number 1020 for conflict of interest.

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- H. Quorum – Four members of the board will constitute a quorum for the transaction of board business. At least four members of the board must approve a motion for it to pass.
- I. Meeting Agenda – The agenda for board meetings will be prepared by the board chair and the college president. As a general rule, official action will not be taken on items not listed on the agenda.
- J. Resource Persons at Board Meetings – The board will recognize resource persons from each of the various sections of the college community (administrative, classified, faculty, and students).

Such resource persons will be seated at a resource table at regular board meetings for the purpose of providing the board information pertaining to the viewpoints of their respective sections regarding new or revised board policy. All such representatives serve in an advisory capacity, at the pleasure of the board, and with no right to vote on matters before the board.

- K. Board Member Travel Policy – All members of the college's Board of Education are authorized to attend and participate in meetings and conferences of organizations of which the college is a member. Travel arrangements for such meetings shall be coordinated by the secretary to the board. Board members may be reimbursed for authorized college travel at approved reimbursement rates.
- L. Special Meeting – When a group, organization, or association wishes to meet with the Board and/or representatives of the board, the initiating organization is required to prepare the agenda with appropriate supporting material. This agenda and supporting material must be forwarded to the president's office not less than five (5) days prior to the scheduled meeting for dissemination to board members in advance of the special meeting. This responsibility includes the board should they initiate the meeting. All special meetings shall be conducted in compliance with Oregon's Public Meetings Law.

The board reserves the right to deviate from this policy when, in their judgment, conditions warrant such action.

DATE OF ADOPTION: 03/8/84

DATE(S) OF REVISION(S): 01/21/87; 05/20/92; 09/16/92; 09/19/07