

BOARD MEETINGS

BD
(LOCAL)

Meeting Place and Time

The notice for a Board meeting shall reflect the date, time, and location of the meeting.

Regular Meetings

Regular meetings of the Board shall be held as needed but not less frequently than monthly on dates specified by the Board. When determined necessary and for the convenience of Board members, the Chairperson of the Board may change the date, time, or location of a regular meeting with proper notice.

Special or
Emergency Meetings

The Chairperson of the Board shall call a special meeting at the Chairperson of the Board's discretion or on request by ~~four~~four members of the Board.

The Chairperson of the Board shall call an emergency meeting when it is determined by the Chairperson of the Board or ~~four~~four members of the Board that an emergency or urgent public necessity, as defined by law, warrants the meeting.

Agenda

Submission of
Topics

A Board member may request that a subject be included on the agenda for a meeting. The deadline for submitting items for inclusion on the agenda is the third calendar day before regular meetings and the third calendar day before special meetings.

Preparation

The College President shall compile for review by the Chairperson of the Board all topics timely submitted by Board members, topics requested by the Board, and topics suggested by the College President.

The Chairperson of the Board and the College President shall confer regarding the proposed topics, and the Chairperson of the Board shall determine the topics for the official meeting agenda. The Chairperson of the Board shall ensure that any topic the Board or individual Board members have requested be addressed are either on the meeting agenda or scheduled for deliberation within 60 days of the request. The Chairperson of the Board shall not refuse to assign a topic requested by a Board member to an agenda and, once assigned, shall not have the authority to remove the topic from the agenda without that Board member's specific authorization.

Consent Agenda

When the agenda is prepared, the Chairperson of the Board shall determine items, if any, that qualify to be placed on the consent agenda. A consent agenda shall include items of a routine and/or recurring nature grouped together under one action item. For each item listed as part of a consent agenda, the Board shall be furnished with background material. All such items shall be acted upon by one vote without separate discussion, unless a Board

BOARD MEETINGS

BD
(LOCAL)

member requests that an item be withdrawn for individual consideration. The remaining items shall be adopted under a single motion and vote.

Notice to Members

Members of the Board shall be given notice of regular and special meetings at least ~~72 hours~~ three business days prior to the scheduled ~~time~~ date of the meeting and at least one hour prior to the time of an emergency meeting.

Closed Meeting

Notice of all meetings shall provide for the possibility of a closed meeting during an open meeting, as provided by law. The Board may conduct a closed meeting when the agenda subject is one that may properly be discussed in closed meeting. [See BDA]

Order of Business

The order of business for regular Board meetings shall be as set out in the agenda accompanying the notice of the meeting. At the meeting, the order in which posted agenda items are taken may be changed by consensus of Board members present.

Rules of Order

The Board shall observe the parliamentary procedures as found in *Robert's Rules of Order, Newly Revised*, except as otherwise provided in Board procedural rules or by law. Procedural rules may be suspended at any Board meeting by majority vote of the members present.

Voting

Voting shall be by voice vote or show of hands, as directed by the Chairperson of the Board. Any member may abstain from voting, and a member's vote or failure to vote shall be recorded upon that member's request.

Minutes

Board action shall be carefully recorded by the Board Secretary or clerk; when approved, these minutes shall serve as the legal record of official Board actions. The written minutes of all meetings shall be approved by vote of the Board and signed by the Chairperson of the Board and the Board Secretary.

The official minutes of the Board shall be retained on file in the office of the College President and shall be available for examination during regular office hours.

Discussions and Limitation

Discussions shall be addressed to the Chairperson of the Board and then the entire membership. Discussion shall be directed solely to the business currently under deliberation, and the Chairperson of the Board shall halt discussion that does not apply to the business before the Board.

The Chairperson of the Board shall also halt discussion if the Board has agreed to a time limitation for discussion of an item, and that time limit has expired. Aside from these limitations, the Chairperson of the Board shall not interfere with debate so long as

members wish to address themselves to an item under consideration.