

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 typically be held on the fourth Tuesday of each month at 6:00 p.m. When determined necessary and for the convenience of Board members, the Board Chair may change the date, time, or location of a regular meeting with proper notice.

Special or  
Emergency  
Meetings

The Board Chair shall call a special meeting at the Board Chair's discretion.

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

**Agenda**

Submission of  
Topics

The College President will propose agenda items and topics to the Board Chair during agenda preparation. A Board member may request that a subject be included on the agenda for a meeting. All requests shall be submitted to the Board Chair for consideration. The deadline for submitting items for consideration on the agenda is five days before regular meetings and five days before special meetings.

Preparation

The College President shall compile for review by the Board Chair all topics suggested by the College President.

The Board Chair and the College President shall confer regarding the College President's proposed topics, and the Board Chair shall determine the topics for the official meeting agenda. The Board Chair shall consider any topic Board members have requested be addressed are either on the meeting agenda or scheduled for deliberation at an appropriate time.

The Board Chair may decline to place a public complaint on the agenda until the requesting party has exhausted the remedies provided in the Public Complaints and Hearings policy.

Consent Agenda

When the agenda is prepared, the Board Chair 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such items shall be acted upon by one vote without separate discussion, unless a Board member requests that an item be withdrawn for individual consideration. The remaining items shall be adopted under a single motion and vote.

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

The Board Chair 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 Board Chair shall not interfere with debate so long as members wish to address themselves to an item under consideration.