

1.70.011-P Board Meetings and Protocol

- (1) Except during executive sessions, all regular and special meetings of the Board shall be open to the press and to the public.
- (2) Members of the public and school staff may make presentations at meetings, in accordance with 1.70.012-P, Presentations by Citizens and Employees.
- (3) A regular meeting of the Board may include a Business Session, a Work Session or an Executive Session.
 - (a) Business Session. Business sessions will afford the opportunity to consider and act upon proposed policies and resolutions concerning the business of the district.
 - (b) Work Session. Work sessions shall be held in the Committee-of-the-Whole and shall provide the Board with the opportunity to:
 - (A) Hear presentations and recommendations from members of the Board or from the superintendent or his/her designated representatives on school programs, problems or other matters;
 - (B) Secure needed information and conduct discussions, as necessary, on matters to be considered for Board action;
 - (C) Hear presentations from members of the community or school staff on any matters;
 - (D) Vote on issues brought to the Board for Committee-of-the-Whole discussion. Votes on resolutions taken in the Work Session shall without further motion be taken and shall be the final action of the Board and shall be recorded in the minutes of the meeting.
 - (c) Executive Session. Executive sessions may be held during a regular, special or emergency meeting immediately following identification by the Chair or other presiding officer of the meeting of the subsection of ORS 192.660, which authorizes the executive session to be held. Executive sessions shall be conducted in a manner consistent with state law.
- (4) Agenda items for general discussion, presentation, reports, etc., will be established jointly by the Board chair and the superintendent. Requests for placing such items on the agenda shall be submitted to the Board office.
- (5) Business agenda items will be compiled by the Board office for formal consideration by the Board.

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- (6) An agenda for regular Board meetings shall be delivered to members of the Board in a timely manner prior to the meetings.
- (7) A copy of the agenda of the regular Board meeting shall be available in the Board office on the morning of each scheduled meeting day.
- (8) Dates of meetings:
 - (a) Regular Meetings. The Board's meeting schedule will be established at the July organizational meeting but may be changed by the Board with proper notice.
 - (b) Special Meetings. A special meeting of the Board may be called upon the order of the chair or upon the request of three members of the Board. Notice shall be issued to all Board members by the Office of Board Services, in writing, of such meeting at least 24 hours before the meeting is to be held.
 - (c) Emergency Meetings. An emergency meeting of the Board may be held at any time without 24-hour notice by common consent of the members of the Board, provided such consent shall be in writing subscribed by all members of the Board and shall specify the date and place at which the special meeting shall be held. The minutes of the meeting will describe the nature of the emergency. No business other than that related to the emergency will be discussed at these meetings.
- (9) Meeting Protocol
 - (a) Official action of the Board shall be transacted by a motion and resolution and shall require affirmative votes of a majority (four) of all Board members in order to be enacted.
 - (b) The chair shall decide all questions relative to points of order, according to the policies and protocols of the Board, subject to appeal of the Board.
 - (c) After a motion has been made, any member may raise an objection on the grounds that such a motion is in violation of existing policies or protocols. The chair shall rule on such objection, and if his/her ruling is not accepted by any member, such member can appeal from the ruling of the Board chair.
 - (d) During the proceedings of a Board meeting, a member may signify his/her intention to submit at a later time a statement relative to an item considered at that meeting. At the request of the member, such statement shall become a part of the official record of the meeting.
 - (e) At the request of any Board member, the chair shall require the secretary to call the roll and to record the "ayes" and "nays" on any

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motion or resolution. The chair or acting chair may vote on any motion.

- (f) No action shall be taken at any Board meeting on items authorizing an expenditure of money, unless the recommendation for such expenditure appears in preliminary agendas for that meeting; provided, however, that in an emergency, this provision may be waived by unanimous consent.
- (g) No action will be taken by the Board on proposals by members of the audience at the same meeting at which such proposals have been made in order that appropriate study may be made and the superintendent's recommendations may be obtained.
- (h) In matters of parliamentary procedure not covered by these rules and regulations, provisions of Robert's Rules of Order Newly Revised shall prevail.
- (i) The district shall provide for the taking of written minutes of all meetings, except executive sessions.
- (j) Minutes of Board meetings shall be posted in a manner, which permits public access.
- (k) The public shall be given, on appointment and during the normal hours of business, access to any Board records, which are regarded as public records not otherwise considered exempt from disclosure by state law.

Legal References: ORS 192.610 to 192.710; ORS 332.045; ORS 332.055; ORS 332.057; Opinions of the Attorney General, Vol. 38, p. 1995 (1978); Opinions of the Attorney General, Vol. 41, p. 28 (1980)

History: Adp. 6/71; Amd 8/73; Amd 9/80; Amd 9/9/02; BA 2417