

## BP 2300 Board Meeting Procedures

### References:

OCCA BP 2305,  
Previous BP 101

ORS 341.283, ORS 255.335(5), ORS 341.283, ORS 192.660, ORS 192.640, ORS 192.630,  
ORS 192.670, ORS 192.650

### CONDUCTING BOARD BUSINESS

Annual Organizational Meeting: The annual organizational meeting of the Board of Education will be held *during the first meeting of the new fiscal year*. The purpose of the annual organizational meeting is to elect a Chair and Vice Chair, and conduct any other business as required by law or determined by the Board of Education.

In years following a district election Oregon law requires that the annual organization meeting be held in July. The Board of Education shall hold a regular organizational meeting following the regular district election no later than the last day of July of that year.

Regular Board Meetings: Regular meetings of the Board of Education shall normally be held the first Monday of every month. Regular meetings of the Board of Education shall normally be held at the TBCC Campus and on Zoom.

Executive Sessions: Executive sessions of the Board of Education shall only be held as permitted by ORS 192.660. Matters discussed in closed session may include the following:

- To consider the employment of a public officer, employee, staff member or individual agent.
- To consider the dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent who does not request an open hearing.
- To conduct deliberations with persons designated by the governing body to carry on labor negotiations.
- To conduct deliberations with persons designated by the governing body to negotiate real property transactions.
- To consider information or records that are exempt by law from public inspection.
- To consider preliminary negotiations involving matters of trade or commerce in which the governing body is in competition with governing bodies in other states or nations.
- To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.
- To review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing.
- To carry on negotiations under ORS chapter 293 with private persons or businesses regarding proposed acquisition, exchange or liquidation of public investments.
- To consider matters relating to school safety or a plan that responds to safety threats made toward a school.
- To consider matters relating to the safety of the governing body and of public body staff and volunteers and the security of public body facilities and meeting spaces.
- To consider matters relating to cyber security infrastructure and responses to cyber security threats.

Matters discussed in executive session remain confidential and may not be discussed outside of the closed session. These sessions are not open to the public except for the press.

No final actions may be taken in executive session.

Special and Emergency Meetings: **Special meetings** may, from time to time, be called as permitted by state law. Special meetings shall be convened by order of the chairperson of the board or upon the request of four board members at least 24 hours before such meeting is to be held, or by common consent of the board members. Notice of any special meeting shall be given to the members pursuant to bylaws of the board.

Whenever a special meeting of the Board of Education is called, the President shall cause the call and notice to be posted at least 24 hours prior to the meeting in a location freely accessible to the public and in a manner that provides notice to the members of the Board of Education, the news media which have requested notice, and the general public.

**Emergency meetings** may be called by the chairperson of the board when prompt action is needed because of actual or threatened disruption of public facilities. Whenever an emergency meeting of the Board of Education is called, the President shall notify each member of the Board of Education. Notice must provide such notice as is appropriate to the circumstances, but the minutes for such a meeting shall describe the emergency justifying less than 24 hours' notice.

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.

Public Participation at 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, "Invitation of Public Comment." 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. Public discussion time may be limited by the Chairperson of the Board.

There will be a time at each regularly scheduled Board of Education meeting for the general public to address the Board of Education in person regarding items not on the agenda. Oral testimony may also be submitted by telephone, video, or other electronic or virtual means when it is reasonably possible for the Board to provide these options.

Members of the public also may submit written communications, including by email or other electronic means, to the Board of Education on items on the agenda or speak to agenda items at the Board of Education meeting. All such written communications shall be dated and signed by the author and shall contain the residence or business address of the author and the author's organizational affiliation, if any.

Claims for damages are not considered communications to the Board of Education under this policy but shall be submitted to Human Resources.

Meeting Minutes: The Board of Education will assign responsibility for taking minutes of all meetings of the Board of Education. The minutes shall record all actions of the Board of Education. The minutes shall be public records and shall be available to the public. If requested, the minutes shall be made available in appropriate alternative formats so as to be accessible to persons with a disability. The minutes shall record all actions taken by the Board of Education.

Pursuant to Oregon law, the minutes shall also include at least the following information:

- (a) All members of the governing body that are present;

- (b) All motions, proposals, resolutions, orders, ordinances and measures proposed and their disposition;
- (c) The results of all votes and, except for public bodies consisting of more than 25 members unless requested by a member of that body, the vote of each member by name;
- (d) The substance of any discussion on any matter; and
- (e) Subject to ORS 192.311 to 192.478 relating to public records, a reference to any document discussed at the meeting.

Meeting Decorum: The following will be ruled out of order by the presiding officer:

- Disrupting, disturbing, or otherwise impeding the orderly conduct of the meeting.
- Physical violence or threats of physical violence directed towards any person or property.

In the event that any meeting is willfully interrupted by the actions of one or more persons so as to render the orderly conduct of the meeting unfeasible, the person(s) may be removed from the meeting room.

Speakers who engage in such conduct may be removed from the podium and denied the opportunity to speak to the Board of Education for the duration of the meeting.

Before removal, a warning and a request that the persons curtail the disruptive activity will be made by the chair of the Board of Education. If the behavior continues, the persons may be removed by a vote of the Board of Education, based on a finding that the person is violating this policy, and that such activity is intentional and has substantially impaired the conduct of the meeting.

If order cannot be restored by the removal in accordance with these rules of individuals who are willfully interrupting the meeting, the Board of Education may order the meeting room cleared and may continue in session. The Board of Education shall only consider matters appearing on the agenda. Representatives of the press or other news media, except those participating in the disturbance, shall be allowed to attend any session held pursuant to this rule.

Voting: The affirmative vote of the majority of members of the Board of Education is required to transact any business. 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.

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.

Meeting Agendas: The agenda for Board meetings will be prepared by the College President in consultation with the Board Chair. As a general rule, official action will not be taken on items not listed on the agenda. An agenda shall be posted adjacent to the place of meeting at least two hours prior to the meeting time for regular meetings. The agenda shall include a brief description of each item of business to be transacted or discussed at the meeting. If requested, the agenda shall be provided in appropriate alternative formats so as to be accessible to persons with a disability.

The order of business may be changed by consent of the Board of Education.

Speakers at Board Meetings: The Board will recognize resource persons from various sections of the

college community (instruction, administrative, and business office). 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.

Persons may speak to the Board of Education either on an agenda item or on other matters of interest to the public that are within the subject matter jurisdiction of the Board of Education.

Oral presentations relating to a matter on the agenda, including those on the consent agenda, shall be heard before a vote is called on the item.

Persons wishing to speak to matters not on the agenda shall do so at the time designated at the meeting for public comment.

Those wishing to speak to the Board of Education are subject to the following:

- The Chairperson of the Board of Education may rule members of the public out of order if their remarks do not pertain to matters that are within the subject matter jurisdiction of the Board of Education or if their remarks are unduly repetitive.
- Non-scheduled substitutes may not speak in place of scheduled speakers unless alternates have been submitted on the original request.
- Speakers shall complete a written request to address the Board of Education at the beginning of the meeting at which they wish to speak.
- The request shall include the person's name and name of the organization or group represented, if any, and a statement noting the agenda item or topic to be addressed.
- No member of the public may speak without being recognized by the Chairperson of the Board of Education.
- Each speaker will be allowed a maximum of **five** minutes per topic. **30** minutes shall be the maximum time allotment for public speakers on any one subject regardless of the number of speakers at any one Board of Education meeting. At the discretion of a majority of the Board of Education these time limits may be extended.
- Each speaker coming before the Board of Education is limited to one presentation per specific agenda item before the Board of Education, and to one presentation per meeting on non-agenda matters.

Board Member Travel Policy: All members of the College 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 of the Board. Board members may be reimbursed for authorized college travel at approved reimbursement rates.

#### MEETING LOCATION:

All meetings of the Board will be held at the main campus unless previously announced that another location has been selected. In case any meeting is held at a different place, the secretary will notify each member of the change.

**Adopted: 10/24**