

A-7    POLICY    Board Meetings - Regular

**Board Meeting - Regular Session**

The date, time and location of regular board meetings will be established and posted. Regular board meeting will generally be held the third Tuesday of each month, unless previously designated and published scheduling change dictates another date.

Recognizing the need to conduct the public business of the College in public, the Board is committed to observe and comply with the Public Meeting Law. ([84-1408](#), [84-1411](#))

**Board Agenda**

The President and the Executive Advisory Team shall meet on a monthly basis to prepare the agenda for any regular meeting, special meeting, or work session to be held during that month. Such agendas shall be prepared by the President and the Executive Advisory Team at least five days prior to any regular meeting, special meeting, or work session.

The President shall make available to Board Member an advance notice of all business expected to be presented for the Board's action, as well as the time and place of the meeting.

The President shall keep a current agenda posted for public inspection at the Area Office of Southeast Community College and on the College website.

After the President and Executive Advisory Team have met and prepared an agenda, the President may thereafter determine that it is necessary to either add or delete agenda items. In such cases, after providing notification to the Board Chair, the President shall have the authority to amend the posted Board of Governors meeting agenda, provided that the President shall not amend the agenda later than 24 hours before the scheduled commencement of the meeting.

The Board shall have the right to modify the agenda to include items of an emergency nature only at such public meeting, upon a majority vote of the Board Members present and voting.

**Board Member Requests for Agenda Items**

Any Board member may request that an item be placed on the agenda for an upcoming meeting by communicating the request in writing to the Board Chair. Any such request shall be discussed at the next regular meeting of the Executive Advisory Team following receipt of the request. The Executive Advisory Team shall, in consultation with the College President, determine in its discretion when and whether to place the item on the agenda for an upcoming meeting.

**Board Majority**

A majority of the membership of the Board shall constitute a quorum. No action shall be taken by less than a majority of the members present and voting except that approval of employee contracts and the appropriation of money from the funds of the College shall be by the affirmative vote of a majority of the elected members of the Board. For purposes of this paragraph, appropriation shall mean the adoption or modification of the College's budgets for the community college area.

Certain actions, as those specified in statute, may require affirmative vote by two-thirds of the total Board.

**Voting Procedures**

Voting on all official actions shall be by voice vote and the order of voting shall be alternated, with the initiator of the motion being called first, the member offering the second being called next.

Any action taken on any question or motion duly made and seconded shall be by roll call vote of the public body in open session, and the record shall state how each member voted or if the member was absent or not voting. The vote to elect leadership of the Board may be by secret ballot but the total number of votes for each candidate shall be recorded in the minutes.

Results of the roll call vote shall be recorded in the minutes. The totals of "ayes" and "nays" shall be recorded in the minutes. No official action may be taken in any meeting not in compliance with the Public Meeting Law.

**Function/Attendance**

To conduct the business of the Southeast Community College Area.

Members of the public have the right to attend all meetings of the Board (except as the Board may vote to hold a closed session) and may record all or any part of such meetings by any means not disruptive of the meeting. Participation, as well as attendance on the part of the public is encouraged.

Persons or groups may bring matters to the attention of the Board by requesting a place on the meeting agenda. Such request should be made in writing to the Secretary of the Board prior to the publication of the agenda for the next meeting. The President and Executive Advisory Team of the Board shall determine in its sole discretion if the requested agenda item is to be placed on the Board agenda for a regular or special meeting.

Written copies of testimony or opinion are helpful in communicating a message or request for consideration to the Board. The Board Chair will announce at all meetings that this policy is available to the public in written form.

Members of the faculty, staff, and students are welcome to attend Board meetings as their schedules may permit.

**Minutes of Board Meetings**

The Secretary shall be responsible for maintaining such minutes and records as are necessary to set forth clearly all actions, showing the vote of each member present, and proceedings of the Board.

The written minutes of each meeting shall be considered, corrected if necessary, and approved by majority vote of those Members present and voting, at the next regular meeting of the Board. The minutes shall be signed by the Secretary of the Board and kept as a public record in the Area Office of the College.

The Board reaffirms all motions and decisions made by all predecessor Boards with all said motions and decisions to remain in effect until rescinded by a vote of the Board.

### **Robert's Rules of Order**

The most current version of *Robert's Rules of Order* shall govern meetings and duties of officers unless prescribed otherwise by law or as contained in these policies. *Robert's Rules of Order* permit small boards to use procedures that are less formal than those that apply to larger bodies. The Board adopts the following Small Board rules:

1. Members may raise a hand or turn on their microphone instead of standing when seeking to obtain the floor, and may remain seated while making motions or speaking.
2. There is no limit to the number of times a member can speak to a debatable question. Appeals, however, are debatable under the regular rules—that is, each member (except the chair) can speak only once in debate on them, while the chair may speak twice.
3. Informal discussion of a subject is permitted while no motion is pending.
4. The Chair need not rise while putting questions to a vote.
5. The Chair may, without leaving the chair, speak in informal discussions and in debate, and vote on all questions.

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**Adopted:** 07/15/97

**Reviewed:** 10/20/09, 10/15/18, 02/01/20, 11/21/23

**Revised:** 10/20/09, 10/15/18, 02/01/20, 11/21/23

**Web link:**

**Tags:** Robert's Rules of Order, Regular Board Meeting, Board Minutes