

Article I: Board of Education

Section D: Meetings

Policy 010: Time and Place of Meetings

I.D.010: The time, date, and place of regular meetings of the College Board will be arranged at its annual organizational meeting in July. The time, date, and place of a regular meeting may be changed by action of the Board, provided that the Board secretary notifies every Board member. In case of a change in time, date, or place of a regular meeting or the scheduling of a special session, the Board secretary shall take appropriate steps to inform the public of the change in advance of the meeting.

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Policy 020: Special Sessions

I.D.020: Special Board meetings may be called at any time upon written or printed notice issued by the College President by order of the Board Chair; or upon request of three or more members of the Board, at least 24 hours before such meeting is to be held. No official business except that called for or listed in the agenda may be transacted in any special session. In case of actual emergency, a meeting may be held upon such notice as is appropriate to the circumstances.

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Policy 030: Parliamentary Procedure, Quorum, Second Readings and Board Discussions

I.D.030: Unless otherwise provided in Board policy, or as provided in Oregon Revised Statutes, the Board shall conduct all its meetings in accord with *Robert's Rules of Order, Revised*.

Four (4) members will constitute a quorum for the transaction of business at an RCC Board meeting. An affirmative vote of four (4) members is required for passing a motion.

A first and second reading will be provided for proposed action items to offer notice and to allow the opportunity for input from Board members and others. The Board may elect to waive the second reading and take action at the first reading except for tuition, fees, and board policy action items. Meeting agendas will conform to the requirements of the Oregon Public Meeting Law.

Board members' discussions will be unlimited as long as the discussions apply to the motion of the matter under discussion before the Board. The Board may vote to limit discussion, in which case the Chair shall limit discussion. The Chair may seek input from the public or College staff and may limit the time allowed for public comment so all who wish to be heard may speak.

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Policy 040: Executive Sessions

I.D.040: The College Board reserves the right to interrupt a regular or special meeting for the purpose of holding an executive session. An “executive session is defined as “any meeting or part of a meeting of a governing body which is closed to certain persons for deliberation on certain matters.” These sessions are held for the purpose of discussing:

1. **Employment of Public Officers, Employees and Agents (ORS 192.660(2)(a)):**
Employment of a public officer, employee, or staff member, if the body has satisfied certain prerequisites, or to discuss employment of an individual agent.

The employment of an officer, employee, staff member or agent if the job has been publicly advertised, regularized procedures for hiring have been adopted, and public input has been received about the employment. For hiring a chief executive officer, the standards, criteria and policy to be used must be adopted in an open meeting in which the public had an opportunity to comment. This reason for executive session may *not* be used to fill vacancies on any public committee, commission or other advisory group, or to consider general employment policies.
2. **Discipline of Public Officers and Employees (ORS 192.660(2)(b)):** Dismissal or disciplining of a public officer, employee, staff member or individual agent, or hear complaints or charges brought against such a person, unless that person requests an open hearing.
3. **Performance evaluations of Public Officers and Employees (ORS 192.660(2)(i)):** To review and evaluate the job performance of a chief executive officer, other officers, and employees, and staff, pursuant to standards, criteria and policy directives adopted by the governing body.”

Does not allow discussion of an officer’s salary to be conducted in executive session in connection with the job performance evaluation of that officer.
4. **Labor Negotiations (ORS 192.660(2)(d)):** Does not authorize a governing body to meet in executive session with the employees’ negotiator.
5. **Exempt Public Records (ORS 192.660(2)(f)):** To consider records “that are exempt by law from public inspection,” including, but not limited to written advice from the Board’s attorney.
6. **Legal Counsel (ORS 192.660(2)(h)):** Consultation with counsel concerning legal rights and duties regarding current litigation or litigation likely to be filed.
7. **Real Property Transactions (ORS 192.660(2)(e)):** Negotiate real property transactions.

Note: The Public Meetings Law list (above) of matters appropriate for executive session is not exclusive. Any action required as a result of the executive session must be taken in the regularly convened meeting. Only items referred to in open session by statutory reference should be discussed in executive session.

Representatives of the news media shall be invited to attend executive sessions except when the purpose of the executive session is to conduct deliberations concerning the authority of persons designated by the Board to carry on labor negotiations. The Board may require that specific information discussed during the executive session be undisclosed. ORS 192.660(5) provides: “No executive session may be held for the purpose of taking any final action or making any final decision.”

Instead of written minutes, a record of Board executive sessions will be kept in the form of a sound tape recording which need not be transcribed unless otherwise provided by law. (ORS 192.650(5)(2)).

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Policy 050: Order of Agenda

I.D.050: The order of business at all meetings of the College Board shall include:

- Call to Order
- Determine Presence of Quorum
- Introduction of Guests and Public Comments
- Presentations/General Discussion
- Committee Advisory Reports
- Approval of Consent Agenda
- Other Action/Information Items
- President's Report
- Executive Session (when needed)
- Old Business
- New Business
- Board Round Table
- Adjournment

With the consensus of the Board members present, the Chair may deviate from this order of business.

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Policy 060: Board Member Voting

I.D.060: Except as otherwise provided in this policy, all votes on motions and resolutions before the Board shall be by voice and "Yeas" and "Nays" must be taken and recorded in the minutes. A member voting against a proposition may state reasons and may have them also recorded in the minutes if requested. Any member may abstain from voting by the simple request to be recorded as abstaining and may state the reasons for the record.

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Policy 070: Procedure of Board Meetings

I.D.070: As a general rule, *Robert's Rules of Order* shall be followed at Board meetings. The Chair shall call the meeting to order promptly at the appointed hour. The Chair shall not wait for a discussion of a motion if none is readily forthcoming, but proceed to call the vote. The Chair has the same duty to vote as other board members. The Chair may request a member to put a motion in writing. The Chair may discuss items under consideration without relinquishing the gavel.

As a general rule, verbal presentations requiring board action shall become agenda items for later meetings. Items on the agenda, which require extended deliberation, may be taken up at legally designated special meetings.

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Policy 080: Formulation, Adoption, Amendment, Suspension, and Distribution of Policies

I.D.080: The formulation and adoption of written policies shall constitute the basic method by which the Board shall exercise its leadership in the operation of the College. Only those written statements adopted and recorded in the minutes shall be regarded as official board policies. The study and evaluation of reports concerning the execution of its written policies shall constitute the basic method by which the Board shall exercise its control over operation of the College.

Unless circumstances require immediate action, a policy shall not be voted on at the first meeting during which it is discussed.

The policies of the Board shall be subject to adoption, amendment, or repeal only upon a majority vote of the members of the Board at a meeting in which the proposal has been described in writing, or upon the vote of four members of the Board when no written notice has been given.

The policies of the Board shall be subject to suspension only upon a two-thirds vote of the membership.

The President shall make policies, procedures, and amendments available to RCC staff employees and other interested persons via electronic or printed media. Copies of policies and procedures will be on file in the President's Office and on the College website.

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Policy 090: Formulation of Administrative Procedures

I.D.090: The College Board delegates to the College President the function of implementing Board policy through the formulation and implementation of administrative procedures. RCC's administrative procedures and processes are consistent with Board-adopted policies. The Board will be provided with copies of pertinent faculty, management, staff, and student handbooks and documents, including but not limited to collective bargaining agreements, Students' Rights, Freedoms and Responsibility, Tuitions and Fees, Title IX, Purchasing, and similar key documents upon request.

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Policy 100: Adequate Information to Precede Board Action

I.D.100: Except in emergencies, the College Board shall not attempt to decide upon any question before examining and evaluating all information any person may request the Board to consider. The President shall be given an opportunity to examine and evaluate the information; and recommend action before the Board attempts to make a decision.

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Policy 110: Public Participation in Board Meetings

I.D.110: All meetings except for executive sessions are open to the public. And, the Board Chair will welcome public comment and will provide a sign-up sheet. All participants must sign in.

The Board may consider items not on the agenda during the meeting. However, the Board generally will not consider any request unless such items are submitted to the President in writing at least 72 hours before the meeting. The Board Chair, any Board member representative, or the College President may add any item to the agenda for consideration. The Board chair may limit citizen comment.

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Policy 120: Minutes of Board Meetings

I.D.120: A record of all transactions of the College Board will be set forth in the meeting files kept by the President/Clerk as a permanent official record of college policy and will be open to inspection by college staff and the general public.

In accordance with state regulations, the governing body of a public entity shall provide for the sound, video, or digital recording or the taking of written minutes of all its meetings. Neither a full transcript nor a full recording of the meeting is required, except as otherwise provided by law. But, the written minutes or recording must provide a true reflection of the matters discussed at the meeting and the views of the participants. All minutes or recordings shall be available to the public within a reasonable time after the meeting, and shall include at least the following information:

1. All members of the governing body present;
2. All motions, proposals, resolutions, orders, and measures proposed and their disposition;
3. 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;
4. The substance of any discussion on any matter; and, a reference to any document discussed at the meeting.