

Board Meeting Procedures

1. Quorum

A quorum will consist of the majority of the Board members.

2. Vote Needed for Exercise of Powers

The affirmative vote of a majority of Board members will be necessary for exercising any of the Board's powers.

3. Board Member Voting

Each member's vote on all motions will be recorded in the minutes.

4. Abstaining from Vote

If a Board member chooses to abstain from voting, such abstention will be recorded.

5. Parliamentary Procedure

Official Board business will be transacted by motion or resolution at duly called regular or special meetings.

Except as otherwise provided by state law and/or Board policy, the rules of parliamentary procedure comprised in *Robert's Rules of Order Newly Revised*, "Procedure in Small Boards" as modified by the Board will govern the Board in its deliberation. Modifications will include the following:

Motions will all be recorded prior to consideration for discussion by the Board and motions to close or limit debate will be acceptable.

The chair will decide all questions relative to points of order, subject to an appeal to the Board.

6. Meetings shall be called to order at ~~7:00 p.m.~~ 6:00 pm and shall adjourn no later than ~~10:00 p.m.~~ 9:00 pm. In the event agenda items are not completed by 9:00 pm, Board member may move to extend the meeting in 30 minute increments. In the event the motion fails, all uncompleted items will be moved to the next Board meeting.

END OF POLICY

Legal Reference(s):

[ORS 192.650](#)

[ORS 332.045](#)

[ORS 332.055](#)

[ORS 332.057](#)

38 Op Atty Gen 1995 (1978).

41 Op Atty Gen 28 (1980).

First Reading