



Board Policy Equity Lens Tool

Title of board policy being reviewed:

BDD-Board Meeting Procedures

Describe the purpose of this policy:

The purpose of this policy is to establish clear governance procedures for Board decision-making, including quorum requirements, voting procedures, conflict-of-interest expectations, and parliamentary rules. It promotes transparency, accountability, and consistency in Board actions.

What is your experience with this policy:

Policies governing quorum, voting, and parliamentary procedure are foundational to effective Board governance. Their equity impact is strongest when transparency and accountability are paired with accessible communication and meaningful opportunities for public understanding and engagement.



**What is the plan to communicate this policy to staff, students, and/or families?
What is the plan to communicate this policy to linguistically diverse students
and their families?**

Is this policy:

Easy to locate for staff?

This policy and a summary of this policy will be available on the MESD web page. The summary of this policy is also available on the MESD website in Spanish, Chinese, Russian, Somali, and Vietnamese and, upon request, the summary and/or policy may be translated into other languages.

Accessible to students and families?

This policy and a summary of this policy will be available on the MESD web page. The summary of this policy is also available on the MESD website in Spanish, Chinese, Russian, Somali, and Vietnamese and, upon request, the summary and/or policy may be translated into other languages.

Included in onboarding, intake, or other training?

This policy will be communicated to the Board. The policy will also be posted on the district website for easy access.



Clear and easy to understand?

Yes. The policy clearly defines quorum requirements, voting expectations, abstention procedures, and the use of Robert's Rules of Order. It provides a straightforward framework for conducting Board business.

Some parliamentary terminology may require orientation for new Board members and members of the public.

People

How are people affected positively or negatively by the policy? What potential barriers might people encounter? What barriers might be reduced by this policy?

The policy positively supports transparent and accountable governance by requiring public votes, documenting abstentions, and prohibiting secret ballots. It helps ensure decisions are made through a consistent and lawful process.

Potential barriers may arise if parliamentary procedures feel complex or intimidating to community members unfamiliar with formal governance processes.

The policy reduces barriers related to opaque decision-making and unclear voting practices.



Can you identify the racial or ethnic groups affected by this policy, program, practice, or decision? Do you know the potential impacts to these populations? If you don't know, how will you find out?

The policy applies equally to all Board members and governance processes. However, historically marginalized communities may be indirectly affected if governance processes are difficult to understand or access.

Transparent voting records can improve accountability to all communities, including those that have historically experienced exclusion from decision-making processes.

Monitoring exclusion or accommodation trends can help identify disparities.

Were these populations involved in any way, at any point in the development, implementation, and evaluation of this policy? If so, when and how?

The policy reflects established governance standards, Oregon law, and parliamentary procedures. Ongoing implementation can include efforts to make Board processes more accessible and understandable to community members from diverse backgrounds.

What priorities and commitments are communicated by this policy?

The policy communicates commitments to transparency, ethical governance, accountability, public trust, and orderly decision-making. It reinforces that Board actions should occur through open and documented processes.

The prohibition of secret ballots demonstrates a commitment to public accountability.



Place

What kind of positive or negative environment are we creating?

What are the barriers to more equitable outcomes? (e.g. mandated, political, emotional, financial, programmatic or managerial)

The policy creates a structured, transparent, and accountable governance environment. It supports clear expectations for Board conduct and decision-making.

Barriers to equitable outcomes may include limited public familiarity with parliamentary procedures, governance terminology, or Board processes. Accessibility of information and public education about governance practices are important considerations.

Power

How is the power of decision-making shared with those it affects?

How have you intentionally involved the communities affected by this policy, program, practice, or decision?

The policy promotes shared governance by requiring decisions to occur publicly through collective Board action rather than individual authority. Public voting records provide community members with visibility into decision-making.

Power-sharing can be strengthened through accessible Board communications and efforts to help community members understand how Board decisions are made.



Process

Does the policy, program, or decision improve, worsen, or make no change to existing disparities?

Does it create other unintended consequences?

The policy generally improves transparency and accountability, which can support equitable governance. However, it does not directly address disparities unless paired with broader efforts to increase public participation and accessibility.

Unintended consequences may include public perception that governance processes are overly procedural or difficult to navigate.

Plan

How will you reduce the negative impacts and address the barriers?

Negative impacts can be reduced by:

- Providing plain-language explanations of Board procedures.
- Offering Board member training on equitable governance practices.
- Making meeting materials and voting records accessible and understandable.
- Encouraging inclusive public engagement in Board processes.
- Providing orientation resources for new Board members and community participants.