

Dayville School District 16J

Code: **BDD**
Adopted: 2/13/96
Readopted: 9/13/11
Orig. Code(s): BDD

Board Meeting Procedures

1. Quorum

A majority of the members of the Board shall constitute a quorum. A quorum for a seven-member Board is four members. A smaller number may meet and adjourn from time to time and compel the presence of absent members if possible and deemed necessary.

2. Vote Needed for Exercise of Powers

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

3. Board Member Voting

Each Board member has one vote. All votes of the Board must be duly recorded in the minutes.

4. Abstaining from Vote

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

5. Adequate Information to Precede Action

The Board may require any information not legally confidential from employees that is needed for decision. Except in emergencies, adequate time shall be given for the compilation of such information.

6. Agenda for Meetings

- a. The superintendent shall draft the agenda;
- b. The agenda shall provide a time for audience participation;
- c. The agenda shall provide a time that allows members of the Board to suggest items to be placed upon future agendas.

7. Parliamentary Procedure

Ray E. Keesey's *Modern Parliamentary Procedure* as amended by the Board and specified in administrative regulations will act as a guide in conducting the business of the Board.

END OF POLICY

Legal Reference(s):

[ORS 192.650](#)

[ORS 244.120\(2\)](#)

[ORS 332.045](#)

[ORS 332.055](#)

[ORS 332.057](#)

[ORS 332.107](#)

38 OR. ATTY. GEN. OP. 1995 (1978)

41 OR. ATTY. GEN. OP. 28 (1980)