

Dufur School District 29

Code: **BDD**
Adopted: 2/02/09
Readopted: 12/02/13
Orig. Code(s): BDD

Board Meeting Procedures

1. Quorum

A quorum will consist of a majority of the Board members. A majority shall consist of at least three of the five elected Board members.

2. Board Meeting Preparation

Before actions by the Board are requested or recommended, Board members shall be provided with data and/or back-up information to assist them in reaching sound and objective decisions consistent with established goals.

Board members shall be expected to read the information provided to them and to contact the superintendent or other staff members designated by the superintendent in order to obtain additional information that will assist them in their decision-making responsibilities.

3. Vote Needed for the Exercise of Powers

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

4. Board Member Voting

It shall be the duty of each Board member including the chair to vote on each motion that comes before the Board.

5. Individual members of the Board may abstain from voting on any motion. Such abstention will be recorded.

6. Journal

The Board shall keep a journal and on the call of any one of its members must cause the yeas and nays to be taken and entered into its journal upon any question before it.

7. Parliamentary Procedure

In general, meetings of the Board shall follow *Robert's Rules of Order Newly Revised*.

Discussion by the Board members shall be unlimited as long as it applies to the motion before the Board or the matter under consideration. The Board may vote to limit discussion. Individuals or groups wishing to be heard at a Board meeting should notify the superintendent ahead of time and indicate to him/her the nature of their business. The chair may limit the time of any citizen appearing before the Board in order that all who wish to be heard may have the opportunity.

8. Order of the Agenda

The superintendent shall be responsible for preparing an agenda for each meeting. The agenda shall always allow for recognition and introduction of guests together with remarks for the good of the district.

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)