

Board Meeting Procedures

1. Quorum

A quorum will consist of four or more members present.

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. The Board chair may make motions and should vote on any motion or resolution.

3. Board Member Voting

Each member's vote on all motions will be recorded in the minutes. When the vote is not unanimous, the chair shall direct a roll call and each vote shall be recorded in the minutes. A roll call vote may also be called for by any member of the Board.

4. Abstaining from Vote

If a Board member chooses to abstain from voting, the Board member will state the reason for the abstention and such abstention will be recorded.

5. Conflict of Interest

A Board member must publicly declare a potential conflict of interest. A Board member may, after declaring his/her potential conflict of interest, either vote or abstain on the issue. Abstaining from a vote does not meet the legal requirement of publicly stating a potential conflict.

A Board member must publicly declare an actual conflict of interest. The Board member may not vote lawfully if an actual conflict of interest exists unless a vote is needed to meet a minimum requirement of votes to take official action. Such a vote does not allow the Board member to participate in any discussion or debate on the issue out of which an actual conflict arises.

See Board policy BBFA - Board Member Ethics and Conflicts of Interest for definitions of "potential conflict of interest" and "actual conflict of interest".

6. Focused Use of Meeting Time

- a. Start on time, use time wisely and end on time.
- b. Allow all members time to express themselves without feeling rushed by:

Utilizing the phrase, "I agree with" to avoid repetition of the same ideas and points.

- c. Balance Board members' speaking time.
 - d. Be succinct to maintain opportunity for all to express themselves.
 - e. Engage in meaningful discussion.
7. Orderly Procedure
- a. Effectively employ parliamentary procedure to facilitate a smooth meeting.
 - b. Relegate input and comments from the public to the time allotted for public testimony.
8. Consider Staff and District Capacity and Resources
- a. Be cognizant of diminishing resources and time when requesting action from staff.
 - b. Assess whether a majority of the Board desires particular information from staff before making the request for it.
9. Thoughtful Deliberation and Conversation
- a. Actively listen to those sharing their points of view, to facilitate full understanding and the possibility of changing viewpoints.
 - b. Vocalize what another individual's statement has helped you learn or reconsider.
 - c. Facilitate focused, open conversation.
 - d. Refrain from deriding other individuals' ideas. Strive to value all opinions.
 - e. Avoid assigning "ownership" of a question, thought or idea expressed by a single Board member during a meeting, to encourage open discussion and exploration of ideas and information.
10. Relationship with the Superintendent and Board Chair
- a. Ask questions or relay concerns to the Board chair and superintendent prior to the Board Meeting so they may prepare for required facilitation and materials needed ahead of time.
 - b. No surprises.

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)