

InterMountain Education Service District

Code: **BD/BDA**
Adopted: 1/19/11

Board Meetings/Regular Board Meetings

The Board shall call and conduct all meetings in accordance with the principles and purposes of Oregon public meeting laws and in a manner established by the Board.

The Board shall receive and consider complaints directed to it through established channels of communication.

The Board requires adequate information on any matter placed before it prior to action. The Board may seek the counsel of the administration, staff and any other interested person before reaching a decision on a matter submitted for its consideration. The superintendent shall prepare information, gather statistics, survey programs and populations as directed by the Board to assist in its discussions and deliberations.

All decisions of the Board shall be acted upon at open meetings.

1. Regular Meetings

All regular and special meetings of the Board will be open to the public except as provided by law. All meetings will be conducted in compliance with state and federal statutes. All Board meetings will be held within district boundaries. No meeting will be held at any place where discrimination on the basis of disability, race, creed, color, sex, age or national origin is practiced.

If requested to do so at least 48 hours before a meeting held in public, the Board shall provide an interpreter for hearing-impaired persons. Other appropriate auxiliary aids and services will be provided upon request and appropriate advance notice. Communications with all qualified individuals with disabilities shall be as effective as communications with others.

The first regular meeting after July 1 of each year will be an organizational meeting to elect Board officers for the coming year and to establish the year's schedule of Board meetings.

The meeting schedule will be adopted at the organizational meeting but may be changed by the Board with proper notice. The purpose of each meeting will be to conduct the regular Board business. The Board chair will conduct the meeting, or in his/her absence, the vice chair will conduct the meeting. If both are absent, the person with the longest period of service on the Board will conduct the meeting.

2. Electronic Communication

E-mail to, by and among Board members, in their capacity as Board members, shall not be used for the purpose of discussing ESD business. E-mail among Board members shall be limited to:

- a. Disseminating information; and
- b. Messages not involving deliberation, debate, or decision-making.

E-mail may contain:

- a. Agenda item suggestions;
- b. Reminders regarding meeting times, dates and places;
- c. Board meeting agendas or information concerning agenda items;
- d. One-way information from Board members or superintendent to each Board member (e.g., an article on student achievement or to share a report on district progress on goals);
- e. Individual responses to questions posed by community members, subject to other limitations in Board policy.

3. Private or Social Meetings

Private or social meetings of a quorum of the Board for the purpose of making a decision or to deliberate toward a decision on any matter are prohibited by the Public Meetings Law.

4. Adjourned Meetings

A Board meeting may be adjourned to another time if a quorum is not present or if additional business needs to be conducted at the regular time of adjournment. The time, date and place of the adjourned meeting will be specified and appropriate notice given.

All meetings held in public shall comply with the Oregon Indoor Clean Air Act and the smoking provisions contained in the Public Meetings Law.

END OF POLICY

Legal Reference(s):

[ORS Chapter 192](#)

[ORS Chapter 193](#)

[ORS 334.100](#)

[ORS 433.835 - 433.875](#)

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

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

Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213; 29 C.F.R. Part 1630 (2006); 28 C.F.R. Part 35 (2006).

Cross Reference(s):

BDB - Special and Emergency Board Meetings