

Lane Education Service District Administrative Rule

Code: **BD/BDA-AR**
Adopted: 9/28/93
Revised/Readopted: 10/23/01, 8/26/03
Orig. Code(s): BD/BDA-AR

Regular Board Meeting Process

In order to expedite Board business while providing adequate time for relevant discussion and reasoned decisions, the Lane ESD Board of Directors agrees to use the following processes as a guideline for regular Board meetings:

1. Executive sessions, when needed, will be scheduled, as needed;
2. Regular meetings will be scheduled to start at 6 p.m. or whenever the executive session is completed, whichever is later;
3. Regular meetings will have a two-hour time limit from the time that the “Call to order” is provided by the chair and a quorum is in place, ready to act;
4. Regular meetings may be extended for a specific amount of time by consensus of the members present or a quorum of the Board (four votes);
5. The superintendent will continue to include traditional items in the consent agenda and will also include other items that seem routine and for which appropriate explanatory material is included;
6. Any Board member may remove an item from the consent agenda. A motion and majority vote is not required to remove an item from the consent agenda. If an item is removed from the consent agenda, it will be placed elsewhere on the agenda at the discretion of the chair;
7. A position will be provided for persons who are addressing the Board;
8. Upon review of the materials prior to the meeting, Board members are encouraged to give advance notice by telephone to the Board secretary of questions or concerns which the staff may research in advance.