

**Lake Oswego
School District 7J**

Code: **BDD**
Adopted: 1/14/99
Readopted: 6/08/09
Orig. Code(s): 1322

Board Meetings Procedure

1. Presiding Officer

Board meetings shall be conducted by the Board chair. In the absence of the chair, the vice-chairman shall preside. In the absence of both, the Board members present shall decide upon a temporary chair.

2. Quorum

A majority of the members of the Board shall constitute a quorum. A lesser number may meet and adjourn from time to time and compel the presence of absent members.

3. Vote Needed for Exercise of Power

The affirmative vote of the majority of members of the Board (three of the five members) is required to transact any business.

4. Rules of Order

All meetings will be conducted in an orderly and business-like manner using *Robert's Rules of Order* as a guide, except when such rules are superseded by board policies or procedures. The chairman shall decide all questions relative to points of order, subject to an appeal to the Board itself.

5. Voting

All votes on motions or resolutions shall be by "yes" and "no," and the result of the vote of each member shall be recorded by name except that the chair may rule that a motion has passed by general consent when there are no expressions to the contrary. A Board member who abstains from voting shall be so recorded. The chair shall be eligible to vote.

6. Adjournment

The meeting shall be adjourned by the chairman or a majority vote of the Board.

END OF POLICY

Legal Reference(s):

[ORS 192.650](#)

[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)