

# Malheur Education Service District

Code: **BD/BDA**  
Adopted: 8/16/05  
Readopted: 7/15/14  
Orig. Code(s): BD/BDA

## **Board Meetings/Regular Board Meetings**

All Board meetings shall be conducted in accordance with Oregon and federal statutes and rules, the decisions of the courts, and with proper regard for “due process” procedures.

The chair shall preside at all meetings of the Board. In the chair’s absence, the vice chair shall assume such status. If the chair and the vice chair are unable to preside, the remaining Board members shall select a member to act pro-tem in that capacity.

Individual Board members have no authority to act or to speak for the Board unless they have been authorized by formal Board action.

Any duty or concern imposed upon the Board must be performed at a regular, special, or emergency meeting and all action must be a matter of record.

1. Adequate notice of the time and place of all Board meetings shall be provided through the news media and otherwise as appropriate.
2. The purpose for and agenda of all meetings shall be available to persons upon request. The agenda shall be provided in an alternative format to qualified disabled persons upon request and with appropriate notice. A reasonable charge may be made for mailing.
3. All meetings of the Board shall be designated as regular, special, emergency, or executive.
  - a. Special meetings may be called upon consultation between the superintendent and the chair.
  - b. Emergency meetings may be called by the chair or vice chair upon consultation with the superintendent.
  - c. An executive session of the Board may be called as authorized by ORS and OAR during any regular, special or emergency meeting, or may be called solely for the purpose of an executive session.
4. Any meeting, including an executive session, of a governing body of a public body which is held through the use of telephone or other electronic media shall be conducted in accordance with Public Meeting statutes. For other than executive sessions, at least one speaker telephone will be made available to the public.
5. All decisions of the Board, including those discussed in executive session, shall be reached in open meeting.

6. The Board agenda shall be prepared for each Board meeting by the superintendent, and shall be provided each board member at least 48 hours in advance of the meeting, unless the demands of a special meeting make this impossible.
7. The Board may add items that do not appear in the printed agenda.
8. The agenda for each regular meeting shall make provisions for the public to be heard.
9. Copies of the agenda shall be available to persons attending the meeting.
10. Appropriate auxiliary aids and services will be provided to qualified disabled persons upon request and with appropriate advance notice.

END OF POLICY

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**Legal Reference(s):**

[ORS Chapter 192](#)  
[ORS Chapter 193](#)

[ORS 334.100](#)

[ORS 433.835 to -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).

Americans with Disabilities Act Amendments Act of 2008.

**Cross Reference(s):**

ACA - Americans with Disabilities Act

BDC - Executive Sessions