

Newberg School District 29J

Code: **BD/BDA**
Adopted: 7/10/06
Readopted: 11/30/09
Orig. Code(s): 1520; 1560; 1580

Board Meetings

“Meeting” means the convening of the Board as the district’s governing body to make a decision or to deliberate toward a decision on any matter. The Board has the authority to act only when a quorum is present at a duly called regular or special meeting. Communications between and among a quorum of members convening on electronically linked personal computers or by telephone conference call are subject to the Public Meetings Law.

1. Regular and Special Meetings

All regular and special meetings of the Board shall be open to the public except as provided by law. All meetings shall be conducted in compliance with state and federal statutes. All Board meetings shall be held within district boundaries. No meeting shall 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 shall be provided upon request and appropriate advance notice. Communications with all qualified individuals with disabilities shall be as effective as communications with others.

No later than the first regular meeting after July 1 of each year shall be an organizational meeting to elect Board officers for the coming year and to establish the year’s schedule of Board meetings.

Regular Board meeting(s) shall be held each month. The meeting schedule shall be established at the organizational meeting in July but may be changed by the Board with proper notice. The purpose of each monthly meeting shall be to conduct the regular Board business. The Board chair shall conduct the meeting, or in his/her absence, the vice chair shall conduct the meeting. If both are absent, the person with the longest period of service on the Board shall conduct the meeting.

Regular and special meetings of the Board may be held on call of the chair, by mutual consent of members or upon request of three members of the Board serving written notice on the other members and the clerk at least 24 hours before such meeting is to be held, such notice to be left at the residence or usual place of business of such other members and the clerk.

In case of an actual emergency, a meeting may be held upon such notice as is appropriate to the circumstances. The minutes for such meeting shall describe the emergency justifying less than 24 hours’ notice.

Votes on all motions shall be made by a show of hands, with the vote of each member recorded in the minutes. In the case of a unanimous vote, the statement “carried unanimously” shall suffice. The names of those Board members abstaining shall be recorded. The chair must either vote or be recorded as an abstention.

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 district business. E-mail among board members shall be limited to (1) disseminating information, and (2) messages not involving deliberation, debate, or decision-making. E-mail may include:

- 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.
- f. Other notices or updates regarding district events as needed.

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 shall 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.

The possession of dangerous or deadly weapons and firearms, as defined in law and Board policy, is prohibited on district property.

END OF POLICY

Legal Reference(s):

[ORS 174.104](#)

[ORS Chapter 192](#)

[ORS Chapter 193](#)

[ORS 332.045 - 332.111](#)

[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):

BDC - Executive Sessions