

Board Meeting Procedures

Regular meetings of the Board will be held on the third Monday of each month in the boardroom. Changes in time or place of meetings may be authorized by the Board.

Meetings of the Board shall be adjourned no later than 11:00 p.m. unless continuation of the meeting is approved by the members present.

The Board encourages members of the public and staff to attend Board meetings.

1. Quorum

A quorum will consist of the majority of the Board members.

2. Vote Needed for Exercise of Powers

The affirmative vote of a majority of Board members will be necessary for exercising any of the Board's powers. The Board chair will have the option of voting.

3. Board Member Voting

Each member's vote on all motions will be recorded in the minutes.

4. Abstaining from Vote

If a Board member chooses abstain from voting, such abstentions will be recorded.

5. Parliamentary Procedure

Official Board business will be transacted by motion or resolution at duly called regular or special meetings.

Except as otherwise provided by state law and/or Board policy, the rules of parliamentary procedure comprised in *Roberts Rules of Order Newly Revised*, "Procedure in Small Boards" as may be modified by the Board will govern the Board in its deliberation.

The chair will decide all questions relative to points of order, subject to an appeal to the entire Board.

6. The chair may make motions and vote without relinquishing the chair.
7. Seconds to motions are required prior to a vote on a motion.

END OF POLICY

Legal Reference(s):

[ORS 192.650](#)

[ORS 244.120\(2\)](#)

[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)