



Code: **BD/BDA**  
Adopted: 2/06/95  
Revised/Readopted: 7/09/08; 1/25/12; 6/22/16

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

The Board has the authority to act only when a quorum is present at a duly called regular or special meeting. "Meeting" means the convening of the Board as the district's governing body to gather information, make a decision or to deliberate toward a decision on any matter. 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 Meetings**

All regular and special meetings of the Board will be open to the public except as provided by law. All meetings will be conducted in compliance with state and federal statutes. All Board meetings will be held within the district boundaries. No meeting will be held at any place where discrimination on the basis of disability, race, creed, color, sex, sexual orientation, 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. Such other appropriate auxiliary aids and services will be provided upon request and appropriate advance notice. Communications with all qualified individuals with disabilities shall be effective as communications with others.

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

### **Meeting Protocols**

When a concern is brought forward by a citizen during the meeting:

- a. If the issue is operational, the person will be encouraged to contact the superintendent for consideration and response.
- b. If the issue is governance or policy related, Board members will listen to the concern ensuring they have a clear understanding of what was said. They will take the issue under advisement, do whatever research they feel appropriate and report back to the rest of the Board at a future meeting.
- c. In order for the issue to become a future agenda item for discussion or action, three Board members must concur the issue merits further action.

## 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 contain:

- 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.

E-mails sent to other Board members will have the following notice:

*Important: Please do not reply or forward this e-mail if this communication constitutes a decision or deliberation toward a decision between and among a quorum of a governing body which could be considered a public meeting. E-mails on district business are governed by public records law.*

## 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. Onsite inspections and social gatherings are exempt from 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 special meeting will 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.

END OF POLICY

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**Legal Reference(s):**

[ORS 174.100](#)  
[ORS 174.104](#)

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

[ORS 332.040 to -332.061](#)  
[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.

OR. ATTY. GEN. Public Records and Meetings Manual (2014).

**Cross Reference(s):**

ACA - Americans with Disabilities Act

BDB - Special and Emergency Board Meetings

BDC - Executive Session

BDDA - Notification of Board Meeting