

Board Meeting Procedures

1. **Quorum**

A quorum will consist of three members of the Board.

2. **Vote Needed for Exercise of Powers**

A majority vote of all the members will be necessary for the exercise of any of its powers.

3. **Board Member Voting**

The vote on all motions will be by “yes” and “no.” Minutes will reflect each member’s vote on each motion.

4. **Abstaining From Vote**

If a Board member chooses to abstain from voting, such abstention will be recorded, with the reason for abstention.

5. **Parliamentary Procedure**

Official business of the Board 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 *Robert’s Rules of Order Newly Revised*, “*Procedure in Small Boards*” as modified by the Board will govern the Board in its deliberation. Modifications will include the following:

Motions will all be seconded prior to consideration for discussion by the Board and motions to close or limit debate will be acceptable.

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

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)