

Board Meeting Procedures

The Board operates in an atmosphere of free and open discussion of matters which come before it. Provision is made for points of view to be heard within the limits of time available and the degree of public interest.

1. Quorum

A quorum will consist of the majority of the Board members. Therefore, the presence of three Board members is required for a quorum.

2. Vote Needed for Exercise of Powers

The affirmative vote of a majority of Board members will be necessary for transacting any Board business.

3. Board Member Voting

Each member's vote on all motions will be recorded in the minutes. Individual votes on motions and/or resolutions will be by "yes" or "no," and the result of each member's vote will be recorded by name.

4. Abstaining from Vote

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

5. Parliamentary Procedure

Official Board business will be transacted by motion or resolution at duly called regular, special or emergency meetings. Discussion by Board members will be unlimited as long as it applies to the motion before the Board or the matter under consideration. The Board may vote to limit discussion and the chair will confine discussion to the matter before the Board. The chair may limit the time of any citizen appearing before the Board so that all who wish to be heard may have the opportunity.

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.

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

END OF POLICY

Legal Reference(s):

[ORS 192.650](#)
[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)