

Board Meeting Procedures

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.

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 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 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 by the Board and motions to close or limit debate are acceptable.

When the Board takes an action at a meeting in which only a minimum number of members that constitutes a quorum are present, a motion to reconsider the action at a subsequent meeting may be made by any member who voted on the action at the previous meeting.

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 244.120\(2\)](#)

[ORS 334.025](#)

[ORS 334.100](#)

[ORS 334.107](#)

[OAR 581-024-0290](#)

38 OR. ATTY. GEN. OP. 1995 (1978)

41 OR. ATTY. GEN. OP. 28 (1980)

Sturgis, Alice (2001) *The Standard Code of Parliamentary Procedure*, 4th ed., p. 40-41