

BOARD MEETINGS

BD
(LOCAL)

MEETING PLACE	Unless otherwise provided in the notice for a meeting, Board meetings shall be held at the Bluebonnet Room in the Matthews Student Center.
MEETING TIME	Regular meetings of the Board shall be held on the third Thursday of each month at 7:00 p.m. When determined necessary and for the convenience of Board members, the President of the Board may change the date or time of a regular meeting. The notice for that meeting shall reflect the changed date or time.
SPECIAL OR EMERGENCY MEETINGS	<p>The time and place of special and emergency meetings shall be as set out in the notice for the meeting.</p> <p>The President of the Board shall call a special meeting at the President's discretion or on request by three members of the Board.</p> <p>The President of the Board shall call an emergency meeting when it is determined by the President of the Board or three members of the Board that an emergency or urgent public necessity, as defined by law, warrants the meeting.</p>
AGENDA DEADLINE	The deadline for submitting items for inclusion on the agenda is noon of the seventh calendar day before regular meetings and noon of the seventh calendar day before special meetings.
PREPARATION	<p>In consultation with the President of the Board, the College President shall prepare the agenda for all Board meetings.</p> <p>Before the official agenda is finalized for any meeting, the College President shall consult the President of the Board to ensure that the agenda and the topic included meet with the President's approval.</p> <p>Any individual or group may submit an item for inclusion on the agenda. The individual or group must submit a written request to the College President at least seven days prior to the scheduled Board meeting.</p>
CONSENT AGENDA	When the agenda is prepared, the President of the Board shall determine items, if any, that qualify to be placed on the consent agenda. A consent agenda shall include items of a routine and/or recurring nature grouped together under one action item. For each item listed as part of a consent agenda, the Board shall be furnished with background material. All such items shall be acted upon by one vote without separate discussion, unless a Board member requests that an item be withdrawn for individual consideration. The remaining items shall be adopted under a single motion and vote.

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- NOTICE TO MEMBERS Members of the Board shall be given notice of regular and special meetings at least 72 hours prior to the scheduled time of the meeting and at least two hours prior to the time of an emergency meeting.
- CLOSED MEETING Notice of all meetings shall provide for the possibility of a closed meeting during an open meeting, as provided by law. The Board may conduct a closed meeting when the agenda subject is one that may properly be discussed in closed meeting. [See BDA]
- ORDER OF BUSINESS The order of business for regular Board meetings shall be as set out in the agenda accompanying the notice of the meeting. At the meeting, the order in which posted agenda items are taken may be changed by consensus of Board members present.
- RULES OF ORDER The Board shall observe the parliamentary procedures as found in *Robert's Rules of Order, Newly Revised*, except as otherwise provided in Board procedural rules or by law. Procedural rules may be suspended at any Board meeting by majority vote of the members present.
- VOTING Voting shall be by voice vote or show of hands, as directed by the President of the Board. Any member may abstain from voting, and a member's vote or failure to vote shall be recorded upon that member's request.
- MINUTES Board action shall be carefully recorded by the secretary or clerk; when approved, these minutes shall serve as the legal record of official Board actions. The written minutes of all meetings shall be approved by vote of the Board and signed by the President and the Secretary of the Board.
- The official minutes of the Board shall be retained on file in the office of the College President and shall be available for examination during regular office hours.
- DISCUSSIONS AND LIMITATION Discussions shall be addressed to the President of the Board and then the entire membership. Discussion shall be directed solely to the business currently under deliberation, and the President of the Board shall halt discussion that does not apply to the business before the Board.
- The President of the Board shall also halt discussion if the Board has agreed to a time limitation for discussion of an item, and that time limit has expired. Aside from these limitations, the President of the Board shall not interfere with debate so long as members wish to address themselves to an item under consideration.