



## **REGULAR BOARD MEETING**

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POLICY:

### **TIME AND PLACE OF MEETING:**

Regular monthly meetings of the Board shall be held at 7:30 p.m. on the second Monday of each month in the Board Room of the District Office at 1500 NE Baker Street, McMinnville, Oregon, unless otherwise announced. Meetings will be open to the public.

### **ORDER OF THE AGENDA:**

The agenda for regular Board meetings shall be prepared by the Superintendent in consultation with the Chairperson of the Board. In case the Chairperson is not available, the Superintendent shall consult with the Vice-Chairperson of the Board.

The agenda shall be made available to Board members not later than the Thursday preceding the regular Monday meeting. The following shall constitute the order of business for the McMinnville School Board, but may be changed at the discretion of the Chairperson with the consent of the majority of the Board:

- PRELIMINARY BUSINESS
  - Call to Order
  - Flag Salute
  - Public Welcome
  - Student Reports
  - Introductions/Communications
  - Review of Agenda
  - Acceptance of Gifts
  - Approval of Minutes
- REPORTS
- PUBLIC FORUM
  - The Board will hear comments by anyone present who wishes to speak on an item *not* on the agenda.
- BOARD ACTION ITEMS
  - Unfinished Business
  - New Business
- DIRECTOR'S COMMENTS
- FUTURE AGENDA ITEMS
- ANNOUNCEMENTS
- ADJOURNMENT

### **MINUTES OF BOARD MEETING:**

In accordance with state statutes, the Board will maintain accurate records of the actions taken at each Board meeting. The Board clerk is, by law, responsible for keeping the minutes.

The minutes will include:

1. All members present
2. All motions, proposals, resolutions, orders, ordinances and measures proposed and their disposition
3. The results of all votes and the vote of each member by name
4. The substance of any discussion on any matter
5. A reference to any document discussed at the meeting, but such reference shall not affect the status of the document

All minutes shall be available to the public within a reasonable time. The public and patrons of the district may receive, upon request, copies of approved current minutes at the district office. Minutes need not be approved by the Board prior to being available to the public. A copy of the minutes of each regular and special Board meeting as they are drafted for approval will be distributed after such meeting to each Board member and administrator.

The minutes will become permanent public records of the Board and will be maintained in the custody of the Superintendent after they are approved by the Board and signed by the Board Chairperson and Superintendent.

#### **PARLIAMENTARY PROCEDURES:**

The Board operates under *Robert's Rules of Order*, revised 1971, with the additions set forth in this policy. Specifically, the Chairperson may make motions and second motions without relinquishing the chair.

#### **QUORUM:**

A majority of the members of the District School Board shall constitute a quorum. A less number may meet and adjourn from time to time and compel the presence of absent members. The affirmative vote of the majority of the members of the Board is required to transact any business.

#### **PETITIONS NOT ON THE AGENDA:**

Petitions may be accepted at any meeting of the Board. No action shall be taken before the next regular meeting, except by a unanimous consent. Action may be taken after 48 hours of a special meeting. The Board will attempt to study the intent of and purpose of the petition and, if controversial, hear all sides before making a decision.

Revision Date: 9/96, 9/12/94, 11/96, 6/14/04

Adoption Date: 4/9/84

Legal Reference(s):

[ORS 165.535](#)

[ORS 165.540](#)

[ORS 174.104](#)

[ORS 192.610 - 192.710](#)

[ORS Chapter 193](#)

[ORS 332.045 - 332.111](#)

[ORS 433.835 - 433.875](#)

38 Op Atty Gen 1995 (1978).

41 Op Atty Gen 28 (1980).

Letter Opinion, Office of the Attorney General, #0905 (November 20, 1970).

Americans with Disabilities Act of 1990, 42 U.S.C. Sections 12101-12213; 29 CFR Part 1630 (2000); 28 CFR Part 35 (2000).