

**Linn Benton Lincoln  
Education Service District**

Code: **BDD**  
Adopted: 7/8/98  
Readopted: 5/09/07, 3/9/11  
Orig. Code(s): 1170, 1400-1420, 1140-1460

**Board Meeting Procedures**

**1. Agenda For Meetings**

The superintendent in consultation with the Board chair shall prepare the agenda for each Board meeting. Whenever a matter involving policy consideration is placed on the agenda, the superintendent shall advise the Board of any policies previously adopted affecting such matter. Any member of the Board may submit suggestions for items on the agenda.

The agenda and supporting materials and minutes of the previous meeting or meetings shall be distributed to Board members at least five calendar days prior to the scheduled meeting. All correspondence shall be made available to Board members at the meeting.

**2. Quorum**

Four members of the Board shall constitute a quorum. In all matters requiring Board vote a quorum of the four members must vote to support the motion; the chair is expected to vote.

**3. 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.

**4. Board Member Voting**

Voting shall be by show of hands or voice vote at the discretion of the chair. The vote of each member shall be recorded; "unanimous" votes may be reported when appropriate.

**5. Abstaining From Vote**

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

**6. Parliamentary Procedure**

The Board recognizes its responsibility to conduct the business of the district in an orderly and efficient manner and will therefore require reasonable controls to regulate public presentations to the Board.

Items of business for inclusion on the agenda may be suggested by Board members, the superintendent, administration or patrons of the district.

Except as otherwise provided by state law and/or Board policy, the rules of parliamentary procedure comprised in Roberts rules of Order Newly Revised, “Procedures in Small Boards” will govern the Board in its deliberation. The Board shall annually adopt the parliamentary rules to be used in the conduct of official meeting for that year.

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

## **7. Audience Procedures**

The Board will establish procedures for public participation in open meetings. The purpose of these procedures will be to inform the public how to effectively participate in Board meetings for the best interests of the individual, the district and the patrons. The information will be easily accessible and available to all patrons attending a public Board meeting.

## **8. Minutes**

A complete and accurate set of minutes of each Board meeting shall be recorded and approved at a subsequent meeting. Minutes shall be kept in an official record book specified for that purpose and shall be kept on file as the official record of Board proceedings.

## **9. Distribution of Minutes**

A copy of the proceedings as indicated by the minutes shall be sent to each Board member after each meeting along with an agenda for the next meeting, at which time they will be reviewed, changed if needed to conform to fact and approved.

END OF POLICY

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### **Legal Reference(s):**

[ORS 192.650](#)  
[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)