Conduct of Board Meetings

Board Agenda

The proposed agenda, and all available, pertinent materials, for each regular Public Meeting of the Board should be delivered to each trustee, by regular mail, electronic mail, or otherwise, not less than seven days before any regularly scheduled meeting. Each item on the agenda must be approved by either the Chair or the President before being placed on the agenda. All proposed agenda items, including consent agenda items, and pertinent materials to be included with the agenda, are to be submitted to the Secretary of the Board at least fourteen days prior to a Board meeting.

Order of Regular Meetings

The following shall be the order of business at each regular Public Meeting of the Board:

1. Call to Order/Roll/Declaration of Quorum
2. Opening Comments and Reports
3. Consent Agenda (including approval of minutes)
4. Reports of Standing Committees of the Board
5. Reports of Special Committees of the Board
6. Action Items
7. Discussion Items
8. Public Comments
9. Adjournment

The order of business of the Board may be changed or suspended at any Public Meeting by the Chair or by a majority of the voting trustees present. An item may be removed from the consent agenda by request of any trustee.

Procedure for Appearing Before the Board

Individuals who wish to provide public comment must sign up with the Secretary of the Board at least twenty-four hours in advance of the meeting, stating their name, affiliation, and the topic to be discussed. Unless otherwise indicated on the agenda or by the Chair, each public comment period will be for 30 minutes with a three minute limit per speaker.

The Chair is authorized to control meetings of the Board, to enforce requirements of order and decorum, and to limit comments that are duplicative, disruptive or irrelevant.

APPROVED BY BOARD OF TRUSTEES
January 30, 2014