

A-7 POLICY Board Meetings - Regular

**Board Meeting - Regular Session**

The date, time and location of regular board meetings will be established and posted. Regular board meeting will generally be held the third Tuesday of each month, unless previously designated and published scheduling change dictates another date.

Recognizing the need to conduct the public business of the College in public, the Board is committed to observe and comply with the Public Meeting Law. ([84-1408](#), [84-1411](#) )

**Board Agenda**

Prepared by the President and the Executive Advisory Team at least five days prior to any regular meeting.

President shall make available to Board Member an advance notice of all business expected to be presented for the Board's action, as well as the time and place of the meeting.

President shall keep a current agenda posted for public inspection at the Area Office of Southeast Community College and on the College website.

President shall have the authority to amend the posted Board of Governors meeting agenda, provided that they shall not amend the agenda later than 24 hours before the scheduled commencement of the meeting.

The Board shall have the right to amend the advance agenda for items of an emergency nature when the meeting is convened, upon a majority vote of the Board Members present.

**Board Majority**

A majority of the membership of the Board shall constitute a quorum. No action may be approved on less than a majority vote of the quorum.

Certain actions, as those specified in statute, may require affirmative vote by two-thirds of the total Board.

**Voting Procedures**

Voting on all official actions shall be by voice vote and the order of voting shall be alternated, with the initiator of the motion being called first, the member offering the second being called next.

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Section A approved by Board of Governors 1.21.20

effective 02.01.20

Any action taken on any question or motion duly made and seconded shall be by roll call vote of the public body in open session, and the record shall state how each member voted or if the member was absent or not voting. The vote to elect leadership within a public body may be by secret ballot but the total number of votes for each candidate shall be recorded in the minutes.

Results of the roll call vote shall be recorded in the minutes. The totals of "ayes" and "nays" shall be recorded in the minutes. No official action may be taken in any meeting not in compliance with the Public Meeting Law.

### **Function/Attendance**

To conduct the business of the Southeast Community College Area.

Members of the public have the right to attend all meetings of the Board (except as the Board may vote to hold a closed session) and may record all or any part of such meetings by any means not disruptive of the meeting. Participation, as well as attendance on the part of the public is encouraged.

Persons or groups may bring matters to the attention of the Board by requesting a place on the meeting agenda. Such request should be made in writing to the Secretary of the Board prior to the publication of the agenda for the next meeting. The President and Executive Advisory Team of the Board shall determine in its sole discretion if the requested agenda item is to be placed on the Board agenda for a regular or special meeting.

Other opportunities to express opinion to the Board on an agenda item are provided in "Public Comment" sections of the agenda. Such participants are requested to sign a register and to limit their comments to five minutes, unless the Board permits a longer presentation. Board members and the President may ask clarifying questions of a presenter.

Written copies of testimony or opinion are helpful in communicating a message or request for consideration to the Board. The Board Chair will announce at all meetings that this policy is available to the public in written form.

Members of the faculty, staff, and students are welcome to attend Board meetings as their schedules may permit.

The President or a designee shall be responsible for maintaining such minutes and records as are necessary to set forth clearly all actions, showing the vote of each member present, and proceedings of the Board.

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The written minutes of each meeting shall be considered, corrected if necessary, and approved by majority vote of those Members present, at the next regular meeting of the Board. The minutes shall be signed by the Secretary of the Board and kept as a public record in the Area Office of the College.

The Board reaffirms all motions and decisions made by all predecessor Boards with all said motions and decisions to remain in effect until rescinded by a vote of the Board.

*Robert's Rules of Order* shall govern meetings and duties of officers unless prescribed otherwise by law or as contained in these policies.

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**Adopted:** 07/15/97

**Reviewed:** 10/20/09, 10/15/18, 02/01/20

**Revised:** 10/20/09, 10/15/18, 02/01/20

**Web link:**

**Tags:** Robert's Rules of Order, Regular Board Meeting, Board Minutes