

College Board of Education Series—1000

## CHEMEKETA COMMUNITY COLLEGE BOARD OF EDUCATION MEETINGS

### A. General Procedure

The Chemeketa Community College Board of Education will provide for the time and place of its meetings, at any of which it may adjourn to the next succeeding regular meeting or to some specified time prior thereto.<sup>1</sup>

1. No quorum of the College Board of Education shall meet in private for the purpose of deciding on or deliberating toward a decision on any matter except as otherwise provided by law.<sup>2</sup>
2. The College Board of Education shall not hold a meeting at any place where discrimination on the basis of race, color, religion, sex, age, marital status, disability, sexual orientation, gender identity, national and ethnic origin, citizenship, protected veterans status, tobacco usage during working hours, victim of domestic violence, genetic information, pregnancy and related conditions, family relationship, or whistle blowing is practiced.<sup>3</sup>
3. The College Board of Education shall provide for and give public notice, reasonably calculated to give actual notice to interested persons, of the time and place for holding regular meetings. If an executive session only will be held, the notice shall be given to the members of the College Board of Education and to the general public stating the specific provision of law authorizing the executive session.<sup>4</sup>
  - a. **Regular Board of Education Meetings**<sup>5</sup>

All regular College Board of Education meetings shall be open to the public and held within college district boundaries.<sup>6</sup> All persons shall be permitted to attend any meetings except as otherwise provided.
  - b. **Special and Emergency Board Meetings**<sup>6</sup>

May be called by the College Board of Education, as college business requires.

    - i. **Special Board Meeting**

The chairperson of the College Board of Education may convene a Special Board Meeting at the request of a College Board of Education officer, four members of the Board, or the president/chief executive officer. Notice of the special meeting must

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<sup>1</sup> ORS 192.630

<sup>2</sup> ORS 192.630(2)

<sup>3</sup> ORS 192.630(3)

<sup>4</sup> ORS 192.640(1)

<sup>5</sup> ORS 192.630

<sup>6</sup> ORS 192.630(4)

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be submitted at least 24 hours before the meeting. The College Board of Education must contact the media and any interested parties of the meeting.<sup>7</sup>

ii. **Emergency Board Meeting**<sup>8</sup>

Is a Special Board Meeting called with less than 24 hours' notice. In case of actual emergency, a meeting may be held upon such notice as is appropriate under the circumstances. The College Board of Education must attempt to contact the media and any interested parties of the meeting. When the College Board of Education waives any notice requirement, in matters of an emergency nature, the minutes shall show the justification for the waiver.

c. **Telephonic Meetings**<sup>9</sup>

Any meetings, including an executive session, may be held using a telephone or other electronic communication. All such meetings shall comply with Oregon Public Meetings Laws.

d. **Executive Sessions**<sup>10</sup>

When meeting to discuss matters of employment, real estate transactions, legal matters, or other matters exempt from public records, the College Board of Education shall meet in executive session. The public is excluded from executive sessions meetings.

**B. Rules for Conducting College Board of Education Meetings**

The College Board of Education shall conduct meetings using the following rules in descending order: Relevant Oregon Revised Statutes, recent edition of Robert's Rules of Order along with College Board of Education adopted procedures.

**C. Public Participation in Board of Education Meetings**

1. College Board of Education meetings shall comply with Oregon Public Meetings Law.<sup>11</sup> Oregon Public Meetings Laws are designed to inform the public of deliberations and decisions of the College Board of Education—they are a public attendance law not a public participation law. The College Board of Education may allow public comment under terms and conditions established by the college guidelines established by the College Board of Education. When the public comment portion of the College Board of

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<sup>7</sup> ORS 192.660

<sup>8</sup> ORS 192.660

<sup>9</sup> ORS 192.670

<sup>10</sup> ORS 192.660

<sup>11</sup> ORS 192.610, 192.630

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Education meeting is opened, the presiding officer will read the college guidelines for public comment (time limit, etc.).

2. The presiding officer of the College Board of Education has the authority to keep order and impose any reasonable restrictions for the efficient and orderly conduct of the meeting. Any person who fails to comply with the rules of conduct or disrupts the meeting may be asked or required to leave the meeting. Individuals who fail to leave the meeting upon request become trespassers and are therefore subject to criminal prosecution. Examples of disruptive behavior are, but not limited to, the following:
  - Interrupts or disrupts the orderly meeting process;
  - Speaks without being recognized by the presiding officer;
  - Uses abusive or obscene language;
  - Conducts oneself in a manner, which constitutes a violation of college policies or is a crime under Oregon law.
3. The College Board of Education may consider items during the meetings under the agenda item labeled “Questions or comments from the audience.” Citizen discussion time may be limited by the College Board of Education chairperson. Public discussion of any agenda items may be permitted by the chairperson with the consent of the College Board of Education. In the event there are more citizens wishing to attend a meeting than can be accommodated, the College Board of Education may defer the item of interest to a future meeting scheduled at another time in a larger facility.

**D. Minutes of College Board of Education Meetings<sup>12</sup>**

The College Board of Education shall provide for the taking of written minutes of all its meetings. Neither a full transcript nor a recording of the meeting is required, except as otherwise provided by law, but the written minutes must give a true reflection of the matters discussed at the meeting and the views of the participants. All minutes shall be available to the public within a reasonable time after the meeting, and shall include at least the following information:

1. All members of the College Board of Education present or those with excused or unexcused absence.
2. All motions, proposals, resolutions, orders, ordinances, and measures proposed and their disposition.

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<sup>12</sup> ORS 192.650

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3. The results of all votes. In recording votes for any meeting, the recording secretary shall designate members by name who cast votes on the non-prevailing side or who abstain, all members voting with the majority shall not be designated.
4. The substance of any discussion on any matter.
5. Late arrivals or early departures by College Board of Education members.
6. A reference to any document discussed at the meeting.
7. Minutes of executive sessions may be limited.<sup>13</sup>

**E. Order of Business and Procedure**

1. Four College Board of Education members will constitute a quorum for holding a meeting. An affirmative vote of the majority of all College Board of Education members will be required for the passage of a motion. The chairperson of the College Board of Education is expected to vote on all motions.
2. The agenda of the meetings will be prepared by the college president/chief executive officer or, if absent, by a member of the college president/chief executive officer's staff. Any College Board of Education member may request that the College Board of Education chair include an item on the agenda. If that request is supported by two other College Board of Education members, the chair must place the item on the agenda.
3. Generally, official action will not be taken on items that are not listed on the agenda.

**F. Policies**

1. The college shall establish procedures for revisions in the policy manual and establishment of new policies.
2. Proposed policies shall be presented to the College Board of Education first as information and at the next meeting as an action item. The College Board of Education may suspend, amend, or revise enacted policies in an emergency situation.

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<sup>13</sup> ORS 192.650(2)

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3. The college president/chief executive officer shall maintain current copies of the policy manual. The policy manual shall be available on the external college website, as well as available in the college president/chief executive officer's office for inspection. Policies will be reviewed periodically to maintain accuracy.

**G. Communications Exempt From Disclosure**

The college president/chief executive officer or chairperson shall have the right of confidential communication either by writing or in person with the College Board of Education whenever, in the discretion of the college president/chief executive officer or the chairperson of the College Board of Education, such confidential communication is deemed necessary as allowable under the statutes relating to executive session matters.

June 26, 1991  
*Adopted College Board of Education*  
February 15, 2006; July 15, 2009;  
June 25, 2014; December 19, 2018  
*Revised College Board of Education*