



Northeast Community College Board Policy Manual

Governance Process Policy Policy Number: GP - 14

Special Rules of Order

Board meetings will be conducted in an orderly, effective process, led and defined by the Board Chair.

1. All statutory obligations respecting Board meetings must be satisfied.
 - 1.1. All College business will be conducted in open public meetings. Closed sessions will be held only for purposes permitted by law.
 - 1.2. An opportunity for public comment will be provided at Board meetings to those individuals who are on the agenda and to that portion of the meeting designated for public comment.
 - 1.2.1. To be on the agenda, an individual must make a written request to the President's office at least 24 hours in advance of the meeting, summarizing the remarks to be made. The written request will include the name and address of the individual.
 - 1.2.2. A portion of each regular meeting shall be designated as the public comment period. Individuals must sign up on the list provided and identify themselves by providing their name and address and indicating the topic on the agenda about which they wish to speak.
 - 1.2.3. The Board Chair will conduct the public comment period and ensure the discussion is orderly and limited to subjects on the agenda.
 - 1.2.3.1. Each individual is allowed five minutes to speak unless the time limit is waived by a majority of the Board members present. The Board may, if there is a large number of speakers to be heard, shorten the time allowed for an individual person or shorten the total time allowed for comment on a particular agenda item. When it appears that a large number of individuals will be speaking, the Chair shall endeavor to alternate speakers for and against the agenda item under discussion.
 - 1.2.3.2. The Chair will disallow undue interruption or other interference with the orderly conduct of the Board's business and defamatory or abusive remarks. The Board Chair

may terminate the speaker's privilege of address if improper conduct or remarks persist after being called to order.

1.2.3.3. If the Board Chair determines that an individual has not attempted to resolve a matter administratively, the individual shall be directed to the appropriate policy or administrator for attempted resolution before bringing the matter to the Board.

2. Regular meetings of the Board of Governors will normally be held in each month and normally be held on the campus of Northeast Community College. The time and dates of meetings will be reviewed annually at the January meeting. The Board may, at any regular meeting, vote to convene more than once a month, change any previously scheduled meeting date, start time, or location, or forgo a meeting in a given month, provided that the Board meets at least ten times in a calendar year.
3. Special meetings of the Board may be called by the Chair, or any four members of the Board who sign a statement and so notify the other Board members, to address important matters that may arise and require action before the next regular meeting.
4. The Board of Governors invites the Chairs of the Executive Boards of the Faculty Association, Professional/Managerial Association, and the Classified Staff Group, or any other Executive Board member appointed by the respective Executive Board Chair, as well as the student leadership association member as designed by the student leadership association president, be present at the Board of Governors meetings in the interest of their respective associations. None of these individuals shall have a vote.
5. Board meetings shall be called to order at the time specified in the notice of meeting and upon satisfaction of quorum. A majority of the members of the Board shall constitute a quorum.
6. The Board will annually elect from among its members a Chair, Vice-Chair and Secretary, each to serve for one year. At the same meeting the Board shall appoint the Executive Assistant to the President as Recording Secretary and the Vice President of Administrative Services as Treasurer. The Vice-Chair shall be nominated to serve as Chair, and the Secretary shall be nominated to serve as the Vice-Chair, for the succeeding year. Nominations for the office of Secretary may be submitted orally at the meeting by any member of the Board. The Board shall vote on the full slate of officers. If the Board does not vote to approve the full slate of officers as presented, the Board shall then proceed to receive nominations and vote for Chair, Vice Chair and Secretary, in that order, until all officer positions are filled.
7. Board members will not present an item for action or discussion at a Board meeting if it is not on the agenda.
8. Meeting order and decorum shall be maintained, and all members treated with dignity, respect, courtesy, and fairness during discussion and debate and in all other respects.
9. Board members must keep their comments relevant to the issue under consideration.
10. Board meetings will be conducted at a level of informality considered appropriate by the Board Chair.
11. Board decisions will be made, to the extent possible, on the basis of consensus.
12. Proposals that the Board take action, or decide a particular matter, shall be made by main motion of a Board member, discussed, and then voted on. Motions require a second to proceed to discussion and subsequent vote.
 - 12.1. The Board Chair may, to the same extent as any Board member, make motions, engage in debate, or vote on any matter to be decided.

- 12.2. A motion to amend a main motion may be amended but third level amendments are out of order.
- 12.3. A motion to refer to a committee, postpone, or table, may be made with respect to a pending main motion, and if carried shall set the main motion (the initial proposal) aside accordingly.
13. Board members may speak to a pending motion on as many occasions, and at such length, as the Chair may reasonably allow.
14. A vote on a motion shall be taken when discussion ends but any Board member may, during the course of debate, move for an immediate vote (close debate) which, if carried, shall end discussion and the vote on the main motion shall then be taken.
15. A vote shall be taken only by roll call vote of the Board of Governors in a convened open session. The record shall show how each member voted, or was absent, or not voting.
16. A majority vote will decide all motions before the Board excepting those matters provided by statute which require a higher level of approval.
17. The Board may use resolutions rather than policies for limited term decisions or directives. Resolutions are limited in effect to the specific items and time periods they address. Resolutions are limited in effect to the specific items and time periods they address.
18. Board decisions about new policies and revisions to existing policies will be considered only after first and second reading at a minimum of two meetings unless a super majority vote (75%) of the entire Board waives this requirement and authorizes immediate effect.
19. Board policies may be suspended by a super majority vote (75%) of the entire Board.
20. The President or his or her designee may reformat, edit or make minor changes providing that that they do not affect the substance of a policy.
21. A motion to adjourn a Board meeting may be offered by any Board member or, on the conclusion of all business, adjournment of the meeting may be declared by the Board Chair.
22. When further rules of order are to be developed by the Board, the Board will consider Robert's Rules of Order as a resource guide.

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Rescinded Date: none