

BP: 2045**BOARD MEETING AGENDA**

The Board of Education agenda will be developed by the Board Chair, with input from Board members and the College President.

1. The Board requires material to be presented to the President for consideration by the President and the Board Chair for the agenda at least nine working days prior to the scheduled date of the meeting.
2. Additions or modifications to the official agenda can be made by a Board member, the Board Clerk or an ex-officio member in the order of business when the Chair calls for agenda changes.
 - a. The Board Chair will ask if any items should be moved from the Consent Agenda to another category.
 - b. At the oral request of a Board member, the College President, or an ex-officio member, a Consent Agenda item will be moved to another category.
3. The Board values citizen participation, but reserves the right to take partial testimony, limit debate or take whatever actions necessary to offer a fair hearing to an individual within the time necessary to complete the published agenda. Requests from citizens-at-large for additions to the agenda must be submitted to the Clerk of the Board at least nine working days prior to a scheduled meeting.
4. Requests for additions to the official agenda by visitors attending a meeting of the Board will be allowed by an affirmative vote of the majority of the Board members.

Members of the public may request a copy of the agenda at the President's office. Individuals with vision impairment will receive an agenda, related supporting materials available to the general public, and minutes in an appropriate alternative format upon request of at least 48 hour notice prior to and/or following a public meeting.

Appropriate auxiliary aids and services available to ensure equally effective communications with qualified persons with disabilities may include large print, Braille, audio recordings and readers. Primary consideration will be given to the requests of the person with a disability in the selection of appropriate auxiliary aids and services.

Should the Board demonstrate such requests would result in a fundamental alteration in the service, program or activity, or in undue financial and administrative burdens, alternate, equally effective communications will be used. Auxiliary aids and services for persons with disabilities will be available at no charge to the individual.

Efforts will be made to honor requests for auxiliary aide services, when made 48 hours prior to a scheduled meeting.

END OF POLICY**Legal Reference(s):**[ORS 192.640](#)[ORS 341.283](#)

DATE OF ADOPTION: 02/28/11
DATE(S) OF REVISION(S): 11/24/14
DATE OF LAST REVIEW: