

# Southwestern Oregon Community College

## BP 2340 Agendas

### Purpose

To define agenda development and protocol utilized in the course and scope of Board business.

### Statement

Public notification of a meeting of the Board of Education shall be made in accordance with state public meeting laws. An agenda shall be posted adjacent to the place of meeting at least 48-hours prior to the meeting time for regular meetings.- The agenda shall include a brief description of each item of business to be transacted or discussed at the meeting.

Members of the public may request a copy of the agenda at the President's office. Individuals with vision impairment shall 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 shall 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 shall be used. Auxiliary aids and services for persons with disabilities will be available at no charge to the individual.

The Board of Education agenda shall be developed by the college President and Board Chairperson, with input from Board members, ex-officio members, and members of the college district as requested. 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.

The order of business may be changed by consent of the Board of Education. 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 Chairperson calls for agenda changes.

The Board Chair shall ask if any items should be moved from the Consent Agenda to another category. 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.

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 (speakers) for additions (presentations) to the agenda must be submitted to the Clerk of the Board at least nine working days prior to a scheduled meeting.

Requests for additions to the official agenda by visitors attending a meeting of the Board shall be allowed by an affirmative vote of the majority of the Board members.

**Adopted:** 10/24/2022

Legal Reference(s):

ORS 192.640

ORS 341.283