

# Southwestern Oregon Community College

## BP 2061 Individual Board Members Request for Information

### Purpose:

To establish a process for information requests.

### Statement:

Members of the Board of Education shall adhere to the following when requesting information:

1. Request for Information – existing information

Any individual Board member who desires a copy of an existing written report or survey prepared by the administrative staff shall make such request to the Board Chair. A copy of the material will be distributed to each member of the Board.

2. Request for Information – additional information

Any individual Board member who desires additional information to be prepared by the administrative staff shall make such request to the Board Chair. The information may be distributed to each member of the Board. Should the Board Chair deny the request for information, he/she must notify each Board member of the request and the reason for denial. In response to the denial, the Board member may choose to add the “information request” to a future Board agenda as per Board Policy 2340 or request the information through an official Public Records Request AP 3300.

3. Requests for Legal Opinions

Legal counsel is responsible to the Board. Any Board member may request a legal opinion. Such request shall be made through the Board Chair to the President. Should the Board Chair deny the request for a legal opinion, he/she must notify the Board of the request and the reason for denial during the next Board meeting. If the legal opinion sought involves the President's employment or performance, the request shall be made to the Board Chair who directly notifies Board members.

**Adopted: 03/27/2023**