



## **102 POLICY - Meetings of Board of Regents**

### **102.1 Statement of Policy**

The Board of Regents shall conduct meetings of the Board in accordance with the requirements of the Oklahoma Open Meeting Act and in such a manner as to achieve fulfillment of the responsibilities of the Board as the governing body of Redlands Community College. Meetings of the Board shall be held throughout the year, and when warranted, a special meeting of the Board may be called by the Chair of the Board of Regents or by any three (3) members of the Board. Specific guidelines are published in the Procedures section of the Policies and Procedures Manual.

### **102.2 Agenda Preparation**

The President of Redlands Community College shall be responsible for the preparation, the distribution, and the posting of all agendas and notices of meetings of the Board of Regents. Only those items which are included in the meeting agenda may be considered by the Board at the meeting.

### **102.3 Executive Sessions**

Executive sessions of the Board of Regents shall be conducted only for those matters which may be properly considered in an executive session, pursuant to the provisions of the Oklahoma Open Meeting Act.

### **102.4 Quorum and Procedure**

A simple majority of the members of the Board shall constitute a quorum for the purpose of conducting official business of the Board, and the rules of procedure for meetings of the Board shall be *Roberts Rules of Parliamentary Procedure*.

Revised 1995  
Revised February 2001  
Revised December 2010



## **102 PROCEDURE - Meetings of Board of Regents**

### **102.1:1 Scheduled Meetings**

Regular meetings of the Board shall be held on the second Thursday of every month, excluding August, of each year unless otherwise designated by the Board of Regents.

### **102.1:2 Notice of Regular Meetings**

Notice of regular meetings of the Board of Regents shall be given annually to the Oklahoma Secretary of State. Notice of each regular meeting shall be posted, along with a meeting agenda, at least twenty-four (24) hours in advance of the meeting (excluding Saturdays, Sundays, and holidays). Meeting agendas shall be provided to each member of the Board of Regents at least three (3) days prior to the scheduled meeting.

### **102.1:3 Notice of Special Meetings**

Notice of a special meeting of the Board shall be given to the Oklahoma Secretary of State at least forty-eight (48) hours in advance of the meeting. Notice of a special meeting and the agenda for that meeting shall be provided to each member of the Board and shall be posted at least forty-eight (48) hours in advance of the meeting.

### **102.2:1 Agenda Items**

Any matter which can be properly considered for official action by the Board of Regents may be included in a meeting agenda. Requests for specific agenda items must be submitted to the College President, in writing, at least seven (7) days in advance of the meeting. The agenda item request must specify the matter to be addressed under the agenda item and must identify the person(s) submitting the request. Matters which can be properly addressed through procedures which are available within the College must first be pursued through those procedures before being presented to the Board.

### **102.4:1 Conduct of Meetings**

Meetings of the Board of Regents shall be conducted in an orderly fashion, and the Board may take such action as may be necessary to fulfill the purposes for which the meeting is held. To that end, the Board may impose reasonable time restrictions on those who address the Board or engage in debate at meetings of the Board.



## **102.4:2 Agenda**

The official agenda for a meeting of the Board of Regents shall govern the order of business at that meeting. Generally, the agenda for regular meetings of the Board shall include the following items, as appropriate:

- Call to Order
- Roll Call
- Proof of Notice of Meeting
- Announcement, Introductions and Guests
- Consideration and Vote on Minutes of Prior Meeting(s)
- Monthly Financial Report
- Quarterly Strategic Plan
- Communications Received
- Report of the President of the College
- Convene in Executive Session
- Executive Session
- Reconvene in Open Session
- Action on Items Considered in Executive Session
- Old Business
- New Business
- Adjournment

Revised 1995

Revised June 2009

Revised October 2013

Revised February 2023