

WESTERN NEBRASKA COMMUNITY COLLEGE

Western Community College Area Board of Governors' Policy

TITLE:	Board Meetings
DIVISION:	Board of Governors
CATEGORY:	Board Meetings
REFERENCE:	Nebraska Revised Statute(s) §84-1411
NUMBER:	BP-101
APPROVAL/DATE:	F. Lynne Klemke, President, WCCA Board of Governors Date: December 16, 2020

Purpose

Board meetings are subject to the Nebraska Open Meetings Act. The Open Meetings Act was adopted to help make the decision-making of governing bodies accessible to the public. It requires meetings of governing bodies to be open to the public, except for expressly authorized closed sessions. Meetings of the Board must be preceded by public notice of the time, place and subject matter of the meeting as set forth in Board policy and Nebraska State Law. In the event Board policy is in conflict with the Open Meetings Act, the Act shall take precedence.

Regular Meetings

Regular meetings of the Board shall be on the third Wednesday of each month at 1:00 p.m. in the Boardroom on the Scottsbluff Campus. The Board can change the meeting date, time and/or location for forthcoming meeting(s) by a simple majority vote of those members present. Additionally, the Chairperson, at his/her discretion, has authority to call an informal lunch/dinner meeting preceding the regular meeting.

Special Meetings

Special meetings of the Board may be called by the Chairperson upon a motion or resolution duly approved by the Board at a Board meeting, or upon consent of four members of the Board to the Chairperson who shall thereupon call a special meeting, or by the Chairperson whenever he or she determines that such a meeting is necessary or desirable. Special meetings shall be held pursuant to advance agenda and advance public notice in the same manner as regular meetings.

Emergency Meetings

Emergency meetings of the Board shall be used only when, due to the emergency nature of the matter, time does not permit reasonable advance public notice of the meeting. Emergency meetings may be called by the Chairperson with the consent, either written or oral, of a simple majority of the Board. The nature of the emergency shall be stated in the minutes and any formal action taken in such meetings shall pertain only to the emergency. Such emergency meetings may be held by means of electronic or telecommunication equipment. If the emergency meeting is to be by electronic or

telecommunication equipment, the notification to the news media shall designate the place of the meeting to be a location at which one or more members of the Board shall be participating in the emergency meeting via such electronic or telecommunication equipment.

Open Session

All meetings of the Board shall be conducted in open session except that the Board may meet in executive session to consider certain matters as provided by the laws of the State of Nebraska. All votes of the Board shall be made in open session.

Executive Session

For the protection of students, staff, and the general public, the Nebraska Legislature has determined that certain topics may be discussed in executive session. Any Board member who feels that the Board is not conforming to these topics as outlined in the law will so notify the other members before making a public accusation. Absent questions of legality, the Board recognizes that the public good requires the maintenance of absolute secrecy regarding matters discussed in executive session. If any member of the Board cannot commit himself/herself to respect the integrity of any given executive session or portion thereof, he/she will absent himself/herself from such session.

Agenda Preparation

A proposed agenda for each regular meeting of the Board shall be prepared by the President, may be amended and shall be approved by the Chairperson. A copy of the proposed agenda shall be mailed, by regular first-class mail, to each member of the Board at his/her address as shown on the books and records of the Board no later than four days prior to the date upon which the Board is to convene. Members of the Board may submit items to be placed on the agenda for any regular meetings of the Board. The item must be submitted in writing and communicated to the President and/or Chairperson prior to the finalization of the agenda and in compliance with the Nebraska law concerning public meetings.

Public Notice

The Secretary of the Board shall cause the following notice to be published at least four days prior to the date upon which a regular or special meeting of the Board is to convene. Such notice shall be published in the Scottsbluff Star-Herald or other newspapers of general circulation within the 12 1/2 counties as the Chairperson may select. Such notice shall be published as follows:

The Western Community College Area Board of Governors will hold a regular meeting on Date/Time Room/Building/Address. The Board of Governors will meet informally for Lunch/Dinner at Time Room/Building/Address. A current agenda is available for public inspection in the President's Office, and Board Secretary's Office Western Nebraska Community College, Scottsbluff Campus.

By: Name, Chairperson.

Notice of all regular, special, or called meetings, formal or informal, shall be in strict compliance with applicable Nebraska statutes.

News Media Requesting Notice of Meetings

The Secretary of the Board shall maintain a list of the news media that request notice of meetings and shall make reasonable efforts to provide advance notification to them of the date, time and place of

each meeting, and the subjects to be discussed at the meeting. Copies of all proposed Board agendas shall be forwarded to the various newspapers, radio and television stations including the wire services serving the Western Community College Area. Copies of all proposed Board agendas will be kept on file in the President's Office and shall be made available to the public.

Conduct of Meetings

Meetings shall be conducted according to procedures delineated in Robert's Rules of Order, Revised, except to the extent that the procedure in question may conflict with Nebraska statutes or with these policies.

Quorum

A simple majority of the members of the Board shall constitute a quorum, and no action shall be taken by less than a simple majority of the members present and voting.

Any action taken on any question or motion duly moved and seconded shall be by roll call vote of the Board in open session. The record shall state how each member voted, abstained, or if the member was absent and not voting. Roll call votes shall be recorded on a rotating basis in alphabetical order. The vote of any member of the Board upon any matter may only be cast by such member while in personal attendance at a duly constituted meeting of the Board and not otherwise.

Consent Calendar Procedure

Whenever an item appears on the consent calendar, which item in the opinion of any Board member should be separately addressed, the following procedure shall be utilized: 1) The Board Chair shall request whether there is any item on the consent calendar which a Board member wishes to have removed. 2) Any member shall have the right to have removed any item from the consent calendar. 3) After all items are extracted from the original consent calendar, the amended consent calendar shall be voted upon. 4) Immediately following the vote on the amended consent calendar, items extracted from the original consent calendar shall be separately considered.

Public Participation in Meetings

The Board recognizes the desirability of public involvement in the making of decisions concerning the College. To make such involvement as productive as possible, any group or individual wishing to bring a matter to the Board's attention will apply through the President's Office or through the Chairperson. It shall be the President or Chairperson's responsibility to inform him/her, where appropriate, of individuals or units within the College with whom he/she should work to find a solution. If, after having taken all the recommended steps, he/she is not able to find satisfaction, he/she may request the President or Chairperson to place the topic of his/her concern on the agenda for the next Board meeting. Such requests will be automatically honored if made at least two weeks prior to a regularly scheduled Board meeting. At that time, the President and/or Chairperson will summarize the efforts that have been made and recommend a course of action for the Board's consideration. The individual initiating the request will be invited to address the Board for up to five minutes and to respond to questions from the Board. This procedure will be followed in all cases where action by the Board is desired. In addition, the Board invites community members to make comments or reports on topics connected with the College's operation. Each speaker will be limited to a five-minute presentation unless extended by a majority vote of Board members present and voting. The Chairperson shall, subject to being overruled by a majority vote of the Board members present and voting, have authority to refer the individual to the proper administrative officer.

Proper decorum will be expected of individuals addressing the Board during meetings. The Chairperson may terminate the speaker's privilege or address if, after being called to order, he/she persists in improper conduct. In order to clarify a speaker's point of view, the Board members and the President may ask questions or make comments in response to his/her remarks at any time.

Minutes of Meeting

The minutes of each regular meeting, special meeting, or emergency meeting shall be duly recorded, according to state law. The typed minutes of each meeting will be considered, corrected, and approved at the next regular meeting of the Board. Such action may be taken at an intervening special meeting as the Board may determine. The minutes shall be inspected and signed by the Chairperson and Secretary of the Board after correction and approval and shall be kept as a public record in the official files of the Board in the Secretary's office.

Revising this Policy

This Board Policy supersedes any prior WNCC policy, procedure, guideline or handbook on this subject matter.

If statutory provisions, regulatory guidance, or court interpretations change or conflict with this Board Policy, the Board retains the right to revise accordingly and for the changes to take effect immediately.

Original Adoption Date and Board of Governors' Minutes Item Number: 1979

Revision Date and Board of Governors' Minutes Item Number: December 16, 2020, Agenda Item K (2)

Prior Policy Number(s):

Board Meetings Policy Number: 830.0000.17

Regular Meetings Policy Number: 830.0100.98

Special Meetings Policy Number: 830.0200.17

Emergency Meetings Policy Number: 830.0300.79

Open Sessions Policy Number: 830.0400.79

Executive Session Policy Number: 830.0500.79

Agenda Preparation and Distribution Policy Number: 830.0600.79

Notice of Meeting Policy Number: 830.0700.10

List of News Media Requesting Notice of Meetings Policy Number: 830.0800.79

Conduct of Meetings Policy Number: 830.0900.86

Consent Calendar Procedure Policy Number: 830.0925.98

Public Participation in Meetings Policy Number: 830.1000.79

Decorum at Meetings Policy Number: 830.1100.79

Quorum Policy Number: 830.1200.79

Roll Call Voting Policy Number: 830.1300.79

Minutes Policy Number: 830.1400.79

Distribution of Agenda and Minutes Policy Number: 830.1500.79

Sponsoring Division/Department: Board of Governors

Repeal Date: December 16, 2020, Agenda Item K (2) (a)