

**West Linn-Wilsonville
School District 3J**

Code: **BDD**
Adopted: 10/09/06
Readopted: 1/11/16
Orig. Code(s): BDD

Board Meeting Procedures

It is the Board's desire that meetings shall be formal enough for orderly procedures but informal enough to encourage discussion.

The Board desires to be cognizant of the problems, requests, complaints and suggestions of members of the community, but it is necessary that the Board not allow the perusal of such material to interfere with diligent attention to the affairs of the district, which are:

1. To conduct business of the district in a timely and orderly manner;
2. To concentrate on formulating policy and not administrative regulation;
3. To give clear, concise direction to administrative staff; and
4. To provide for ongoing evaluation of policy developed and direction given.

To this end, the Board will follow the procedures below:

1. Quorum

A quorum will consist of the majority of the Board members.

2. Vote Needed for Exercise of Powers

The affirmative vote of three Board members will be necessary for exercising any of the Board's powers.

3. Board Member Voting

Each member's vote on all motions will be recorded in the minutes.

4. Abstaining from Vote

If a Board member chooses to abstain from voting, and the abstention is due to a conflict of interest, the Board member will state the reason for the abstention and such abstention will be recorded.

5. Parliamentary Procedure

Official Board business will be transacted by motion or resolution at duly called regular or special meetings.

Except as otherwise provided by state law and/or Board policy, the rules of parliamentary procedure comprised in *Robert's Rules of Order Newly Revised* will govern the Board in its deliberation.

END OF POLICY

Legal Reference(s):

[ORS 192.650](#)

[ORS 244.120\(2\)](#)

[ORS 332.045](#)

[ORS 332.055](#)

[ORS 332.057](#)

[ORS 332.107](#)

38 OR. ATTY. GEN. OP. 1995 (1978)

41 OR. ATTY. GEN. OP. 28 (1980)