

## **POLICY 4.4**

## **CONDUCT OF BOARD MEETINGS**

ADOPTED: FEBRUARY 1, 2013

REVIEWED: AUGUST 16, 2016

### **A. PRESIDING OFFICER**

The President shall preside at Board meetings. In the President's absence, the Vice President shall preside. If both the President and Vice President are absent, any other member of the Board may preside.

### **B. AUTHORITY TO CONDUCT MEETINGS**

The President or other presiding officer at any Board meeting shall have full authority to conduct the meeting. Meetings shall be conducted in such a manner as to provide a full and fair opportunity for discussion of the issues in an efficient and timely manner. Any decision of the President or other presiding officer at the meeting may be overridden by a majority vote of the Board.

### **C. PUBLIC PARTICIPATION**

If public participation is to be a part of the meeting, the presiding officer may regulate the order and length of appearances, and limit appearances to presentations of relevant points. Persons failing to comply with the reasonable rules of conduct outlined by the presiding officer, or causing any disturbance, may be asked or required to leave. Upon failure to do so, such persons become trespassers.

### **D. ELECTRONIC EQUIPMENT**

The authority to control the meetings of the District Board extends to control over equipment such as cameras, tape recorders and microphones. The presiding officer shall inform persons attending any meeting of the District Board of reasonable rules necessary to assure an orderly and safe meeting. The physical comfort and safety of members of the Board and the public attending the meeting shall be of primary concern in formulating such rules.

### **E. RECORDING OF VOTES**

Votes shall be recorded. Any member may request that his or her vote be changed, if such request is made prior to consideration of the next order of business.

### **F. QUORUM REQUISITES**

Three members shall constitute a quorum. If only a quorum is present, a unanimous vote shall be required to take final action.

### **G. VOTE EXPLANATIONS**

Members of the Board may append to the record, at the time of voting, a statement indicating either the reason for their vote or abstention.

### **H. CONFLICT OF INTEREST/EX PARTE CONTACTS**

In the event of a conflict of interest, a member of the Board shall declare such conflict and abstain from voting. In the event any member of the Board has had any ex parte contact regarding a matter, the member shall declare such contact prior to participating in any vote on the matter.

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**I. SMOKING**

Pursuant to ORS 192.710, no person shall smoke or carry any lighted cigar, cigarette, pipe or other smoking equipment into a room where a meeting is being held by the Board or is to continue after a recess. For purposes of the statute, a meeting is deemed to have started at the time the agenda or meeting notice indicates it is to commence, regardless of the time the meeting actually begins. This rule shall apply at any regular, special or emergency meeting at which the Board intends to "exercise or advice in the exercise of any power of government." No quorum requirement shall apply for this smoking ban to apply. If the Board intends to reconvene after leaving a meeting room for an executive session, the Board will be deemed to be in a "recess" during which smoking shall be prohibited in the meeting room.

1. Smoking Policy at Other Locations: If a meeting is held at a location other than one which is "rented, leased or owned" by the State or a political subdivision, such as a hotel meeting room, where no separate charge is made for the room, the smoking ban of ORS 192.710 shall not apply, but other laws prohibiting smoking except in designated areas, such as that found in ORS 433.845, may apply.
  
2. Smoking Reminder: Whenever members of the public are in attendance at a meeting, the presiding officer shall remind those present of the no smoking rule at the beginning of the meeting to avoid potential embarrassment.

**J. ADJOURNMENT**

The meeting shall be adjourned by a majority vote or as a result of the loss of a quorum.