

# **NORTHEAST COMMUNITY COLLEGE POLICY MANUAL**

## **SECTION 2 – BOARD OF GOVERNORS SUBSECTION 23 – MEETINGS**

### **POLICY NUMBER: BP – 2310**

#### **MEETINGS OF THE AREA BOARD**

##### **1. POLICY REASON/PURPOSE/INTENT**

To identify when and where the Board of Governors shall meet.

##### **2. DEFINITIONS**

N/A

##### **3. POLICY**

###### **3.1 Regular meetings**

3.1.1 Regular meetings of the Northeast Community College Board of Governors will typically be held each month with a minimum of ten (10) meetings per calendar year. The time and dates of these meetings will be reviewed annually at the January meeting. The Board may vote at any regular meeting to convene more than once a month, change a previously scheduled meeting date or time of meeting, or to forego a meeting in a given month provided the Board meets at least ten (10) times in a given year.

###### **3.2 Place of meetings**

3.2.1 All Northeast Community College Board of Governors meetings shall be held on the campus of Northeast Community College unless other notice is given.

###### **3.3 Official Action**

3.3.1 Any formal action on any question or motion duly moved and seconded shall be taken only by roll call vote of the governing body in open session convened and the record shall show how each member voted, or was absent or not voting.

###### **3.4 Meeting Minutes of the Area Board**

3.4.1 The minutes of the governing body, kept by the Secretary of the Board or other designee of such body, shall record the manner and advance time

by which such advanced publicized notice was given, a statement of how the availability of an agenda of then known subjects was communicated, the time and specific place of each meeting actually convened, and the names of each member of the governing board present or absent at each convened meeting. The minutes of any governing body shall be a public record open to inspection by the public upon request during normal business hours.

### 3.5 Open Meetings

3.5.1 The Northeast Community College Board of Governors strongly encourages that the Chairpersons of the Executive Boards of the Faculty Association, Professional/Managerial Association, and the Classified Staff Group, or any other Executive Board member appointed by the respective Executive Board Chairpersons be present at Northeast Community College Board of Governors meetings. These individuals will not have a vote but are encouraged to attend in the interest of their respective associations.

3.5.2 The Northeast Community College Board of Governors strongly encourages the student leadership association president or any other student leadership association member appointed by the student leadership association president to be present at Northeast Community College Board of Governors meetings. This individual will not have a vote but is encouraged to attend in the interest of the student body.

## 4. APPLICABILITY

N/A

**EFFECTIVE DATE:** 12/17/2019

**ORIGINAL ADOPTION DATE:** 10/11/1973 (Item #0329) Policy 9631.01; .03; .04

**REVISION DATE (AND BOARD OF GOVERNORS' MINUTES ITEM NUMBER):** 07/11/1996 (Item #7666); 03/13/1997 (Item #7957); 06/11/2009 (Item #10460); 12/12/2013 (Item #11363); 09/13/2018 (Item #12357); 12/17/2019 (Item #12600)

**PRIOR POLICY/PROCEDURE NUMBER:** 9200

**SCHEDULE FOR REVIEW:** 2024

**DIVISIONS/DEPARTMENT RESPONSIBLE FOR REVIEW & UPDATE:** Board/President

**SPONSORING DIVISION/DEPARTMENT:** Board of Governors

**RESCINDED DATE:** none

**LEGAL REFERENCE:** none

**CROSS REFERENCE:** none

**PROCEDURE(S) FOR POLICY:** none

**RELATED POLICIES/REFERENCES:** BP-2410

**POLICY KEY WORDS:** board meetings, agenda, minutes