

CHAPTER:	Meetings of the Board	DATE ADOPTED	NUMBER
GOVERNANCE		August 10, 1999	104
		Revised November 15, 2005 Revised November 13, 2012	

SYNOPSIS:

1	Types of Meetings
2	Notice of Meetings
3	Citizen Participation
4	Meetings; Procedure
5	Legal Opinions; Board Requests

1	<p>Types of Meetings:</p> <p>a. "Meeting" Defined: "Meeting" is defined as a gathering in person or by electronic means, formal or informal, of a majority of the members of a governmental body where there is deliberation or action upon any matter within the scope of the governmental body's policy-making duties.</p> <p>b. Regular Meetings Time and Place: Regular meetings of the Board shall be held on the second (2nd) Tuesday of each month unless modified by Board action. Meetings of the Board are open to the public.</p> <p style="padding-left: 40px;">All meetings shall be held in a place designated by the Board which, normally, shall be at Iowa Central Community College, Fort Dodge, Iowa. Regular meetings shall commence at 5:00 p.m. unless modified by Board action.</p> <p style="padding-left: 40px;">In compliance with state law, the Board shall hold an annual joint meeting with the Area VIII Prairie Lakes Area Education Agency.</p> <p>c. Special Meetings: Special meetings may be held as determined by the Board, or called by the President, or by the Board Secretary upon the written request of a majority of the members of the Board and are open to the public. The agenda for all special meetings shall be limited to those items or item for which the special meeting was called.</p> <p style="padding-left: 40px;">Special meetings shall be held in the location officially designated for regular meetings unless otherwise stated in the legal notice and tentative agenda.</p> <p>d. Closed Meetings: All meetings of the Board and Board committees shall be open sessions unless closed sessions are requested as expressly permitted by law. A closed session may be held only to the extent it is necessary for any of the reasons listed in the Iowa Code. The Board may hold a closed session only by affirmative public vote of either two-thirds of the members of the Board or all of the members of the Board present at a meeting.</p> <p style="padding-left: 40px;">The vote of each member of the Board on the question of holding a closed session and the reason for holding the closed session by reference to a specific exemption under the Iowa law shall be announced publicly in open session and entered in the minutes. The Board will not discuss any business during a closed session which does not directly relate to the specific reason announced as justification for the closed session.</p> <p style="padding-left: 40px;">Final action by the Board on any matter shall be taken in open session unless a provision of the Iowa law expressly permits an action to be taken in closed session.</p> <p style="padding-left: 40px;">The Board shall keep detailed minutes of all discussion, persons present, and actions occurring at a closed session and shall also tape record all of the closed session.</p>
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	The Board and its committees will abide by the most current Iowa Statutes with respect to closed meetings.		
2	Notice of Meetings: The date, time, place and tentative agenda for all meetings of the Board or its committees shall be posted in a place which is easily accessible to the public at least 24 hours prior to the meeting. News media which have filed a request for such notice shall also be notified.		
3	<p>Citizen Participation:</p> <p>a. Rationale: The Board encourages its citizens to offer their advice and counsel on matters of policy, administration, and other items of public concern affecting the College.</p> <p>b. Procedure: In order that the business of the College may be conducted in an orderly and deliberative fashion, the Board sets forth the following procedures for citizens desiring to appear before it. Such procedures are intended to preserve the constitutionally guaranteed rights of free speech and petition and to avoid unfair discrimination among views of persons seeking expression. The Board reserves the right to amend and/or waive any or all of these procedures by majority vote of its members.</p> <p>(1) Citizens desiring to be heard by the Board should make their intentions known to the President prior to the beginning of the meeting.</p> <p>(2) Individuals who have notified the President of their desire to address the Board on an agenda item will be recognized before the Chairman calls for a vote on the item. Speakers must limit their remarks to the agenda item.</p> <p>(3) Persons who have notified the President of their desire to address the Board on non-agenda items will be recognized at the time of the agenda item, "Board Communications." In the case where several citizens of the same persuasion wish to speak on a particular issue, the Board may require the designation of a spokesman. Each non-agenda speaker coming before the Board is limited to one appearance per meeting.</p> <p>(4) The Board may limit to five (5) minutes the time of appearance before it of any person.</p> <p>(5) The Board shall not be required to hear complaints or charges against employees of the College unless such employees request a public hearing. Such charges or complaints should be submitted in writing to the Board whereupon they may be reviewed in executive session by the Board.</p> <p>(6) Only individuals officially recognized by the Chairman will be allowed to speak.</p> <p>(7) The use of profanity, obscenity and/or other offensive language shall be sufficient cause for the Chairman to withdraw a citizen's permission to address the Board.</p> <p>c. Written Communication: All written communications to the Board which bear the signature(s) and address(es) of the person(s) originating the communication shall be transmitted to the Board as a report from the President. Under normal circumstances, the President shall acknowledge receipt of the written communication and shall inform the writer(s) regarding the disposition of the communication.</p> <p>d. Employee and Student Communications: Employee and student communications, other than an</p>		

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	<p>appeal of an administrative decision, shall follow the same procedures as outlined above. Grievances, such as an appeal of an administrative decision, may be pursued according to the grievance procedure for staff and students as outlined in this Manual.</p> <p>Complaints against any employee, other than the President, which arise from within the membership of the Board, or which come to the attention of the Board, except through the President, shall be referred to the President for response. In case either the employee or the complainant is not satisfied with the response of the President, an appeal may be made to the Board. No complaint shall be considered by the Board in any other manner.</p>		
4	<p>Meetings; Procedure:</p> <p>a. Prerequisites to Transact Business: In order to transact business which is binding on the College, the Board must meet in official session, keep minutes, and have a quorum of five members present. All motions, duly seconded, require a majority or at least three affirmative votes for passage.</p> <p>b. Rules of Procedure: Unless otherwise determined by the Board or herein specified, all meetings will be conducted in accordance with <u>Robert's Rules of Order, Revised</u>.</p> <p>c. Minutes: Records of all transactions of the Board shall be set forth in full in the official minutes of the Board. The minutes shall be kept on file as the permanent official records of legislation of the corporation. The Board Secretary shall act as custodian of the minutes and shall make them available to any citizen desiring to examine them during usual office hours.</p> <p>d. Agenda:</p> <p>(1) It shall be the responsibility of the President or designee to plan the agenda for each Board meeting. This shall be accomplished at a meeting between the President and administrative staff, approximately one week before the regularly scheduled Board meeting.</p> <p>(2) Faculty contributions to the planning of the agenda shall be communicated to the Vice President of Instruction.</p> <p>(3) Student contributions to the planning of the agenda shall be communicated to the President through the Vice President of Enrollment Management and Student Development.</p> <p>(4) The Board Secretary shall submit the agenda to the Board at least two days before a regular meeting. Agendas shall also be mailed in advance to interested news media personnel. Copies of the agenda shall be available for public inspection in the Board Secretary's Office.</p>		
5	<p>Legal Opinions; Board Requests: All questions or inquiries of a member or members of the Board involving the law and procedural matters pertaining to the College shall be transmitted to the President. Upon receipt of such questions or inquiries, the President shall consult legal counsel of the College, if necessary, prior to responding to those initiating the inquiry.</p>		