

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.

4. APPLICABILITY

N/A

EFFECTIVE DATE: 09/13/2018

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)

PRIOR POLICY/PROCEDURE NUMBER: 9200

SCHEDULE FOR REVIEW: 2023

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RESCINDED DATE: none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