

# **NORTHEAST COMMUNITY COLLEGE POLICY MANUAL**

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

**POLICY NUMBER: BP – 2312**

### **MEETINGS OF THE AREA BOARD – SPECIAL MEETINGS**

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

To identify when special meetings of the Board of Governors shall be called.

#### **2. DEFINITIONS**

N/A

#### **3. POLICY**

- 3.1 A special meeting is a separate session held at a time different from that of any regular meeting, and convened only to consider one or more items of business specified in the call of the meeting. The reason for special meetings is to deal with important matters that may arise between regular meetings and that urgently require action before the next regular meeting. If, at the special meeting, it becomes urgent in an emergency to take action for which no notice (or sufficient notice) was given, that action, to become legal, must be ratified at a regular meeting or, if ratification also cannot wait, at another special meeting properly called for that purpose (from Robert's Rules of Order).
- 3.2 The Chairperson of the Board is the officer empowered to call a special meeting. A special meeting may also be called if any four members sign a statement in writing to this effect and so notify the other members of the Board of Governors

#### **4. APPLICABILITY**

N/A

**EFFECTIVE DATE:** 12/12/2013

**ORIGINAL ADOPTION DATE:** 10/11/1973 (item #0329) Policy 9632; 9370.01

**REVISION DATE (AND BOARD OF GOVERNORS' MINUTES ITEM NUMBER):** 07/11/1996  
(item #7666); 03/13/197 (item#7957); 12/12/2013 (item #11363)

**PRIOR POLICY/PROCEDURE NUMBER:** 9210

**SCHEDULE FOR REVIEW:** 2018

**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**RESCINDED DATE:** none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:** none

**POLICY KEY WORDS:** board meetings, special meeting