

## **GENERAL REGULATIONS FOR BOARD MEETINGS**

All Board meetings will be governed by the following general rules and regulations:

1. Each and every member of the Board has equal rights.
2. The Chairman should call the meeting to order precisely at the hour for which the meeting is called, providing a quorum is present.
3. If a quorum is present, but the Chairman is absent, the Vice-Chairman should call the meeting to order.
4. A quorum is a majority of the whole Board and no business can be legally transacted without a quorum being present. The number required for a quorum does not change if there is a vacancy.
5. If there is no quorum when the meeting is to begin those present may proceed in one of the following ways:
  - (1) reschedule the meeting
  - (2) proceed with the business of the meeting operating as a committee so that when a quorum is present the legally constituted meeting could approve the decisions made by the committee.
6. The first person recognized by the Chairman as desiring to speak has the right to the floor.
7. No trustee shall be interrupted while speaking unless he is out of order, or on a point of privilege, or for clarification.
8. When a matter is before the Board; the consideration of same cannot be interrupted except on a motion: for adjournment; to table; for postponement; for referral; or for amendment.
9. During a presentation by a delegation, the Board members should not express opinions but should only ask questions for clarification. The Board should discuss the presentation during the normal course of the meeting.
10. Exceptions to procedural rules within the jurisdiction of the Board can be made by unanimous consent of the entire Board.

11. The agenda for a regular meeting should be prepared by the Administration in consultation with the Chairperson of the Board and should be provided with the notice of meeting. Individual trustees can have items included in the agenda by contacting the Chairperson or the Administration. Additions to the agenda at the time of the meeting should be discouraged unless they are of an urgent nature and should be added only if approved by a majority of the Board Members.
12. When members of the public attend a regular Board meeting they may be given the opportunity to ask questions for clarification at some point during the meeting.
13. No regular or special meeting of the Board will extend beyond three hours in duration except by a motion approved by the majority of the Board members present.

Approved September 1, 1977  
Revised October 18, 1994