

# BOARD POLICY

WESTERN IOWA TECH COMMUNITY COLLEGE

Series Number 205.10

Title Board Meetings

## Order of Business - Regular Meetings

The conduct of all meetings shall be in accordance with established parliamentary procedures. Parliamentary procedures not provided for in these policies or by statute shall be determined by Robert's Rules of Order, Revised, latest edition as modified by this policy and subsequent rules.

The meeting shall commence at the appointed hour and the following shall be the order of business:

1. Call the meeting to order
2. Roll Call by Secretary
3. Oral Communications
4. Written Communications
5. Consent items
6. Administrative Reports
7. Unfinished Business
8. Adjournment

Under ordinary circumstances, adjournment shall occur when the order of business has been completed, or at 9:30 p.m., whichever occurs first. If the order of business has not been completed at 9:30 p.m., unfinished business will be carried over to the next regular meeting, or the Board may, by majority vote of the members present, elect to continue the meeting past 9:30 p.m.

Date of adoption 7/16/67

Legal Reference: (Code of Iowa)

Date of last revision 1/8/96

21.2, .7; 279.8.

Date of current revision 10/13/03

Related Administrative Procedures and Cross References \_\_\_\_\_

Board of Director's Handbook; 205.8 Agenda for Board Meetings