



Western Nebraska
Community College

WCCA Board of Governors' Policy

Title:	Board Meetings
Division:	Board of Governors
Category:	Western Community College Areas
Reference:	Nebraska State Statutes §84-1409, §84-1411, and §85-1507
Number:	BP-106
Date of Approval:	December 20, 2023
Approval:	F. Lynne Klemke, President, WCCA Board of Governors

Purpose

To establish the operating principles for meetings of the Western Community College Area Board of Governors.

Scope

This policy applies to all meetings of the Western Community College Area Board of Governors.

Definitions

Board or Board of Governors – The Western Community College Area Board of Governors.

Legal Action – A collective decision, commitment, or promise made by the Board pursuant to the law, Board policies, or specified scope of appointment.

Meeting – All regular, special, or called meetings, formal or informal, of any public body for the purpose of briefing, discussion of public business, formation of tentative policy, or the taking of any action of the public body.

Quorum – A simple majority of the members of the Board.

Policy

I. Public Meetings, Notices, and Participation

A. Public Meetings

Board meetings are subject to the Nebraska Open Meetings Act. The Open Meetings Act was adopted to help make the decision-making of governing bodies accessible to the public. It requires meetings of governing bodies to be open to the public, except for expressly authorized closed sessions. Meetings of the Board must be preceded by public notice of the time, place and subject matter of the meeting as set forth in Board policy and Nebraska State Law. In the event Board policy is in conflict with the Open Meetings Act, the Act shall take precedence.

1. Open Session

All meetings of the Board shall be conducted in open session except that the Board may meet in executive session to consider certain matters as provided by the laws of the State of Nebraska. All votes of the Board shall be made in open session.

2. Executive Session

For the protection of students, staff, and the general public, the Nebraska Legislature has determined that certain topics may be discussed in executive session. Any Board member who feels that the Board is not conforming to these topics as outlined in the law will so notify the other members before making a public accusation. Absent questions of legality, the Board recognizes that the public good requires the maintenance of absolute secrecy regarding matters discussed in executive session. If any member of the Board cannot commit themselves to respect the integrity of any given executive session or portion thereof, they will absent themselves from such session.

B. Public Notice of Meetings

The Secretary of the Board shall cause a notice to be published at least seven days prior to the date upon which a regular, informal, or special meeting of the Board is to convene. Such notice shall be published in a newspaper or newspapers of general circulation within the 12 1/2 counties as the Chairperson may select. In addition, the notice may also be provided in another appropriate method as designated by the Chairperson.

Notice of all regular, special, or called meetings, formal or informal, shall be in compliance with applicable Nebraska statutes.

Copies of all proposed Board agendas shall be forwarded to the various media outlets serving the Western Community College Area. Copies of all proposed Board agendas will be kept on file in the Board Secretary's Office and shall be made available to the public.

News Media Requesting Notice of Meetings

The Secretary of the Board shall maintain a list of the news media that request notice of meetings and shall make reasonable efforts to provide advance notification to them of the date, time, and place of each meeting, and the subjects to be discussed at the meeting.

C. Public Participation in Meetings

The Board recognizes the desirability of public involvement in the making of decisions concerning the College. Any request from a group or individual, internal or external to the College, wishing to bring a matter before the Board, will make application to the Board Secretary. The request will be considered by the President and the Chairperson and generally honored if made at least two weeks prior to a regularly scheduled Board meeting and barring any unforeseen circumstances.

If the matter to be brought before the Board requires remediation, the President and Chairperson will determine the best route for resolution of the concern and will convey that information to the group or individual making application. If, after having taken all the recommended steps, the group or individual are not able to find satisfaction, they may request the President or Chairperson place the topic of concern on the agenda for the next Board meeting. At that time, the President and/or Chairperson will summarize the efforts that have been made and recommend a course of action for the Board's consideration. The individual or a representative of the group initiating the request will be invited to address the Board for up to five minutes and to respond to questions from the Board. This procedure will be followed in all cases where action by the Board is desired.

In addition, the Board invites community members to make comments or reports on topics connected with the College's operation. Each speaker will be limited to a five-minute presentation unless extended by a majority vote of Board members present and voting. The Chairperson shall, subject to being overruled by a majority vote of the Board members present and voting, have authority to refer the individual to the proper administrative officer.

Proper decorum will be expected of individuals addressing the Board during meetings. The Chairperson may terminate the speaker's privilege or address if, after being called to order, they persist in improper conduct. In order to clarify a speaker's point of view, the

Board members and President may ask questions or make comments in response to their remarks at any time.

II. Meetings

A. Types of Meetings

1. Regular Meetings

Regular meetings of the Board shall be on the third Wednesday of each month at 1:00 p.m. in the Boardroom on the Scottsbluff Campus. The Board can change the meeting date, time, and/or location of a forthcoming meeting(s) by a simple majority vote of those members present.

2. Special Meetings

Special meetings of the Board may be called:

- a. By the Chairperson upon a motion or resolution duly approved by the Board at a Board meeting;
- b. With the consent of four members of the Board to the Chairperson who shall thereupon call a special meeting; or
- c. By the Chairperson whenever they determine that such a meeting is necessary or desirable.

Special meetings shall be held pursuant to advance agenda and advance public notice in the same manner as regular meetings.

3. Emergency Meetings

Emergency meetings of the Board shall be used only when, due to the emergency nature of the matter, time does not permit reasonable advance public notice of the meeting. Emergency meetings may be called by the Chairperson with the consent, either written or oral, of a simple majority of the Board.

The nature of the emergency shall be stated in the minutes and any formal action taken in such meetings shall pertain only to the emergency. Such emergency meetings may be held by means of electronic or telecommunication equipment. If the emergency meeting is to be by electronic or telecommunication equipment, the notification to the news media shall designate the place of the meeting to be a location at which one or more members of the Board shall be participating in the emergency meeting via such electronic or telecommunication equipment.

4. Informal Meetings

Are held for educational or training purposes of the Board.

B. Virtual Meetings

The Board may conduct business in regular or special meetings hosted by means of virtual conferencing when deemed necessary and compliant with state statute. No more than one-half of the meetings of the Board can be held by virtual conferencing within a calendar year

C. Excused Absence from Board Meetings

Individual Board members are requested to notify the Board Secretary of any expected absence from an upcoming Board meeting. Generally, excused absences will fall within one of five categories:

1. The Board member's personal business or career interest require his/her absence from the meeting.
2. The Board member's medical condition requires him/her to be absent from the meeting.
3. The Board member's family needs require him/her to be absent from the meeting.
4. The Board member's personal commitment to other community or public service requires his/her absence from the meeting.
5. The Board member is unable to attend the meeting due to weather developments, travel problems, accidents, etc.

All absences from Board meetings by Board members shall be considered and voted on by the Board as excused or unexcused by a single majority of those members present at the meeting Each absence will be reviewed and voted on by the Board on an individual basis. Pursuant to the laws of the State of Nebraska, three consecutive unexcused absences, as voted on by the Board, may be cause for removal from the Board.

D. Agenda Preparation

A proposed agenda for each meeting of the Board shall be prepared by the President in collaboration with the Board Chair and may be amended and shall be approved by the Executive Committee of the Board. A copy of the proposed agenda shall be mailed, by regular first-class mail, or electronically transmitted to each member of the Board at their address on record with the Board Secretary no later than four days prior to the date upon which the Board is to convene.

Members of the Board may submit items to be placed on the agenda for any regular meetings of the Board. The item must be submitted in writing and communicated to the

President and/or Chairperson prior to the finalization of the agenda and in compliance with the Nebraska law concerning public meetings.

E. Quorum

A simple majority of the members of the Board shall constitute a quorum, unless a different number is required by statute, and no action shall be taken by less than a simple majority of the members present and voting.

Any action taken on any question or motion duly moved and seconded shall be by roll call vote of the Board in open session. The record shall state how each member voted, abstained, or if the member was absent and not voting. Roll call votes shall be recorded on a rotating basis in alphabetical order. The vote of any member of the Board upon any matter may only be cast by such member while in personal attendance at a duly constituted meeting of the Board and not otherwise.

F. Parliamentary Authority

Meetings shall be conducted according to procedures delineated in *Robert's Rules of Order, Revised*, except to the extent that the procedure in question may conflict with Nebraska statutes or these policies.

G. Consent Calendar Procedure

Whenever an item appears on the consent calendar, which item in the opinion of any Board member should be separately addressed, the following procedure shall be utilized:

1. The Board Chair shall request whether there is any item on the consent calendar which a Board member wishes to have removed.
2. Any Board member shall have the right to extract any item from the consent calendar.
3. After all items are extracted from the original consent calendar, the amended consent calendar shall be voted upon.
4. Immediately following the vote on the amended consent calendar, items extracted from the original consent calendar shall be separately considered.

H. Minutes of the Meeting

The minutes of each meeting shall be duly recorded, according to state law. The typed minutes of each meeting will be considered, corrected, and approved at the next regular meeting of the Board. Such action may be taken at an intervening special meeting as the Board may determine. The minutes shall be inspected and signed by the Chairperson and Secretary of the Board after correction and approval and shall be kept as a public record in the official files of the Board in the Secretary's office.

Revising this Policy

This Board Policy supersedes any prior WNCC policy, procedure, guideline, or handbook on this subject matter.

If statutory provisions, regulatory guidance, or court interpretations change or conflict with this Board Policy, the Board retains the right to revise accordingly and for the changes to take effect immediately.

Original Adoption Date (and Board of Governor’s Minutes Item Number): 1979

Revision Date (and Board of Governors’ Minutes Item Number):

December 16, 2020, Agenda Item K (2)

December 20, 2023, Agenda Item H (4) (b)

Prior Policy Number:

BP-101

Board Meetings Policy Number: 830.0000.17

Regular Meetings Policy Number: 830.0100.98

Special Meetings Policy Number: 830.0200.17

Emergency Meetings Policy Number: 830.0300.79

Open Sessions Policy Number: 830.0400.79

Executive Session Policy Number: 830.0500.79

Agenda Preparation and Distribution Policy Number: 830.0600.79

Notice of Meeting Policy Number: 830.0700.10

List of News Media Requesting Notice of Meetings Policy Number: 830.0800.79

Conduct of Meetings Policy Number: 830.0900.86

Consent Calendar Procedure Policy Number: 830.0925.98

Public Participation in Meetings Policy Number: 830.1000.79

Decorum at Meetings Policy Number: 830.1100.79

Quorum Policy Number: 830.1200.79

Roll Call Voting Policy Number: 830.1300.79

Minutes Policy Number: 830.1400.79

Distribution of Agenda and Minutes Policy Number: 830.1500.79

815.0350.96 (Excused Absence from Board Meetings)

Schedule for Review:

Divisions/Department Responsible for Review and Update: WCCA Board of Governors

Sponsoring Division/Department: WCCA Board of Governors

Repeal Date:

December 16, 2020, Agenda Item K (2) (a)

Cross Reference:

Procedure(s) for Policy: n/a

Related Policies/References: