



Ohio Administrative Code Rule 3358:17-1-04 Meetings of the board.

Effective: March 21, 2015

(A) Meetings.

The board of trustees will normally meet once a month throughout the calendar year. In the event there should be no pressing business to transact, any regular meeting may be omitted by common consent of the majority of the board members.

(1) Regular meeting.

The regular meetings of the board of trustees shall be at the Washington state community college on a date and time to be determined at the first regular meeting of the board each calendar year. The chairman may change any date, time and/or place of any regular meeting by giving a five-day written notice to each member of the board, or board members may make such change by agreement at the prior regular meeting and giving a five-day written notice to each board member absent at such prior regular meeting.

(2) Special meeting.

Special meetings may be called by the chairman or at the request of not less than three members of the board of trustees. Written notice of such special meetings shall be given to each member at least three days prior to the date of said meeting, stating the time and place of such meeting and the purpose or purposes for which the same is called. Any trustee may waive such notice and by attendance at any special meeting, shall be deemed to have waived notice thereof.

(3) Emergency meetings (a subset of "special meetings")

In the event of an emergency requiring immediate official action by the board, the chair or a majority of the members of the board may convene to consider action of specific items for which the meeting was called. All news media, or people who have requested notice of the meetings, shall be



immediately notified of the time, place and purpose of the meeting. In giving the notices required by this section the board secretary may rely on assistance provided by any member of the board of trustee's staff and any such notice is complete if given by such member in the manner provided in this rule.

(B) Quorum.

A majority of the board shall constitute a quorum, but a majority vote of its whole membership shall be required to act on any matter. Should a quorum not be present, a roll call shall be made and a notation made for the record of those absent and present.

(C) Order of business.

The normal order of business shall be as shown. The board may, however, alter the order of business by common consent of the members in order to accommodate the time schedule of guests or individual members of the board:

- (1) Call to order;
- (2) Roll call;
- (3) Adjustments to agenda;
- (4) Recognition of guests;
- (5) Disposition of minutes of previous meeting;
- (6) Open discussion with public;
- (7) Treasurer's report;
- (8) Administrative staff reports;



(9) President's report;

(10) Old business;

(11) New business;

(12) Executive session;

(13) Adjournment.

(D) Rules of Order.

Robert's rules of order shall be taken as the authority in the transaction of business should a specific procedure not be defined elsewhere by the board of trustees, the Ohio board of regents, or state statute.