

## 2500 Board Meetings

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### **I. Regular Meetings**

Regular monthly meetings of the College Board of Trustees shall be held without other notice than these Rules and Regulations on the second Monday of each month. All regular meetings are open to the public and the Board shall conduct meetings in accordance with the Wyoming Open Meetings Law [[W.S. 16-4-401 through W.S. 16-4-406](#)].

### **II. Special and Emergency Meetings**

In accordance with the Wyoming Open Meetings Law, special and emergency meetings of the Board of Trustees may be called by the Board's presiding officer.

Special meetings may be called by giving notice of the meeting to each Board member and to each newspaper of general circulation, radio or television station requesting the notice. The notice shall specify the time and place of the special meeting and the business to be transacted. No other business shall be considered at a special meeting.

The Board may hold emergency meetings on matters of serious immediate concern to take temporary action without notice. Reasonable effort shall be made to offer public notice. All action taken at an emergency meeting is of a temporary nature and in order to become permanent shall be reconsidered and acted upon at an open public meeting within forty-eight (48) hours.

### **III. Executive Sessions**

The College Board may hold executive sessions open only to the Board members and other persons as the Board may wish to be present. Executive sessions may be called by the Board's presiding officer or a majority vote of the Board members. Executive sessions shall be held in accordance with the Wyoming Open Meetings Law.

### **IV. Place of Meetings**

Generally, Board of Trustees meetings shall be conducted on the College campus, unless otherwise specified by Board action. A regular meeting shall be held in Meeteetse and Cody annually.

### **V. Quorum**

Four members of the Board of Trustees shall constitute a quorum for transaction of business at any meeting of the Board. Trustees may attend meetings via video or audio conferencing.

### **VI. Agenda**

- A. For meetings of the Board of Trustees, agenda items shall generally focus on college governance, policy, and planning.
- B. The agenda shall be prepared by the College President in consultation with the Board President for each Board meeting.
- C. Individual trustees may request appropriate agenda items by submitting an item to the Board President at least two weeks prior to the next regularly scheduled Board meeting.

Items other than action items may also be added to the agenda by a majority vote of the Board at the beginning of a Board meeting. Emergency action items may be added.

- D. The agenda and sufficient supporting documentation, including a copy of the minutes of the previous meeting, shall be provided to the members of the Board at least three business days before the meeting.

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E. At each meeting, time shall be provided for a Citizens' Open Forum.

### **VII. Minutes**

The Board of Trustees shall keep minutes of its meetings for recording the official acts of the Board. The minutes shall be open to inspection by any citizen upon reasonable notice and convenience.

### **VIII. Order of Business**

Generally, regular meetings of the Board of Trustees are to be conducted according to Roberts Rules of Order Accepted Order of Business.

### **IX. Voting Procedure**

Voting shall be by voice unless requested by one or more Board members that a roll call vote or ballot be taken. The official vote shall be recorded to include the person making the motion and resultant public vote. If a vote is not unanimous, the majority prevails. A minimum of three (3) concurring votes is required to decide any motion. The Board President is a voting member with all the rights and privileges of Board membership.

### **X. Meeting Conduct**

The Board of Trustees shall generally use a procedure similar to that of Robert's Rules of Order but shall not be required to specifically comply with Robert's Rules of Order. For special circumstances and upon the request of any member, the Board shall use the most recent edition of Robert's Rules of Order for the conduct of business related to the matter in question.

### **XI. Presumption of Assent**

A member of the Board of Trustees who is present at a meeting of the Board at which action on any College matter is taken shall be presumed to have assented to the action unless his/her dissent is entered into the minutes of the meeting.

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*July 2004  
Amended 01/2007  
Amended 09/2007  
Amended 07/2009  
Amended 05/2014  
Amended 08/2014  
Amended 04/13/2015  
Amended 04/10/2017  
Amended 05/08/2017  
Amended 03/13/2023*