SOUTHERN OKLAHOMA TECHNOLOGY CENTER: DISTRICT POLICY

BOARD MEETINGS

I. Regular Meetings: Regular meetings of the Board shall be held according to the schedule of meetings adopted by the Board and filed with the appropriate authorities. A schedule of regular meetings will be posted on the District’s website, http://www.sotc.edu.

Meetings are normally scheduled in the Seminar center Room E2, located on the main campus at 2610 Sam Noble Parkway in Ardmore, Oklahoma. Regular meetings may also be viewed by video conference upon prior request at the SOTC Extension Centers located in Murray County and in Healdton, Oklahoma.

II. Special Meetings: A special meeting may be called by the Superintendent or by the Board President as authorized by law. Business transacted at any special meeting shall be limited to that permitted by law.

III. Emergency Meetings: Emergency meetings of the Board may be called by the Superintendent or the Board President as permitted by law.

IV. Notice of Meetings: Notice of all meetings shall be given as required by law.

V. Agenda: Any person may suggest items to be placed on the agenda by notifying the Superintendent at least one week before the posting of the agenda (generally the agenda will be posted on Wednesday before a Thursday meeting). Earlier notification of items to be placed on the agenda or suggestions for items to be included on the agenda is strongly encouraged.

The Superintendent shall prepare a tentative agenda and shall provide such tentative agenda to the Board President sufficiently in advance of the Board meeting to allow the Board President to revise the agenda prior to posting of the final agenda. The Board President may add items to or delete items from the proposed agenda. The finalized, approved agenda for all meetings shall be prepared by the Superintendent in accordance with the law and given to each Board member prior to the meeting. The agenda shall be posted as required by law.

VI. Minutes: The Clerk of the Board shall keep, or cause to be kept, complete records of meetings of the Board. These minutes shall include:

1. Those members present and absent and all matters considered by the public body;

2. In the case of an emergency meeting, the nature of the emergency and the proceedings occurring in such meeting, including the reasons for declaring an emergency meeting;
3. A record of all actions taken by the Board, with the vote of each member recorded;

4. Resolutions and motions in full; reports and documents relating to a formal motion may be omitted if they are referred to and identified by title and date;

5. A record of the disposition of all matters which the Board considered but on which the Board did not take action.

Copies of the minutes shall be made available to all Board members before the meeting at which the minutes are to be approved. The minutes shall become permanent records of the Board and shall be in the custody of the Minute Clerk. The Minute Clerk shall make them available to interested persons upon request.

VII. Quorum and Voting: A majority of the members of the Board shall constitute a quorum for the transaction of business. If a quorum is not present when the meeting is called to order, the only action that the members may take is to continue the meeting to another date and/or time. Each member shall have one (1) vote, and all votes shall be publicly cast and recorded. All motions shall be carried by a majority of the members present or as otherwise required by law. An abstention from voting by a member present at a meeting shall be deemed a “no” vote for purposes of determining a majority vote.

VIII. Executive Sessions: Executive sessions, which are closed to the public, may be held as prescribed by law. The fact that an executive session was held and the purpose for which it was held shall be recorded in the minutes; however, the discussions held in executive session shall be confidential and shall not be made public. The Superintendent shall attend all executive sessions, unless the Board President shall determine otherwise. The Board President may invite other persons to attend an executive session or a portion of an executive session. The decision of the Board President to include or to exclude any person from an executive session may be overruled by a majority vote of the Board members present. No official action may be taken while the Board is in executive session.

IX. Electronic Recording: Meetings of the Board may be electronically recorded in order to assist the Minute Clerk in preparing the official minutes of a Board meeting.

X. Information on Website: The District shall make information regarding its meetings, agendas, and board members available on its Website as required by law.

XI. Teleconference Meetings: The Board of Education may hold meetings by video-Conference where each board member is visible to each other and the public through a video monitor, subject to the following (authorized by HB 1030-2003 Session of the Oklahoma Legislature, effective 07/01/03):
(1) No fewer than three members shall be present in person at the site of each meeting;
(2) The public notice posted in advance of the meeting shall indicate such meeting will be conducted via videoconference;
(3) Each site and room where members of the board are present a meeting by videoconference shall be open and accessible to the public, and the public shall be allowed into the site and room;
(4) The public shall be allowed to participate or have input in a meeting at the videoconference site in the same manner and to the same extent as the public is allowed to participate or have input in a meeting at the site of the meeting; and
(5) Executive sessions shall not be by teleconference or videoconference.