
Meeting Place and Time	The notice for a Board meeting shall reflect the date, time, and location of the meeting.
Regular Meetings	Regular meetings of the Board shall normally be held at least four times a year. When determined necessary and for the convenience of members of the Board, the Board Chair may change the date, time, or location of a regular meeting with proper notice.
Special or Emergency Meetings	<p>The Board Chair shall call a special meeting at the Board Chair's discretion or on request by three members of the Board.</p> <p>The Board Chair shall call an emergency meeting when it is determined by the Board Chair or three members of the Board that an emergency or urgent public necessity, as defined by law, warrants the meeting.</p>
Agenda	<p>The deadline for submitting items for inclusion on the agenda is the tenth calendar day before regular meetings and the third calendar day before special meetings.</p> <p>Deadline</p>
Preparation	<p>In consultation with the Board Chair, the Executive Director shall prepare the agenda for all Board meetings. Any member of the Board may request that a subject be included on the agenda for a meeting, and the Executive Director shall include on the agenda of any meeting all member-requested topics that have been timely submitted.</p> <p>Before the official agenda is finalized for any meeting, the Executive Director shall consult the Board Chair to ensure that the agenda and the topics included meet with the Board Chair's approval. In reviewing the preliminary agenda before posting, the Board Chair shall ensure that any topics the Board or individual Board members have requested to be addressed are either on that agenda or scheduled for deliberation at an appropriate time in the near future. The Board Chair shall not have authority to remove from the agenda a subject requested by a Board member without that member's specific authorization.</p>
Posting the Notice	Notice of all Board meetings shall be posted at the ESC administrative offices at least 72 hours prior to the meeting.
Notice to Members	Members of the Board shall be given notice of regular and special meetings at least 72 hours prior to the scheduled time of the meeting and at least one hour prior to the time of an emergency meeting.
Closed Meeting	Notice of all meetings shall provide for the possibility of a closed meeting during an open meeting, in accordance with law.

	<p>The Board may conduct a closed meeting when the agenda subject is one that may properly be discussed in closed meeting. [See BEC]</p>
Order of Business	<p>The order of business for regular meetings shall be as set out in the agenda accompanying the notice of the meeting. At the meeting, the order in which posted agenda items are taken may be changed by consensus of Board members.</p>
Consent Agenda	<p>When the agenda is prepared, the Board Chair shall determine items, if any, that qualify to be placed on the consent agenda. A consent agenda shall include items of a routine and/or recurring nature grouped together under one action item. For each item listed as part of a consent agenda, the Board shall be furnished with background material. All such items shall be acted upon by one vote without separate discussion, unless a Board member requests that an item be withdrawn for individual consideration. The remaining items shall be adopted under a single motion and vote.</p>
Rules of Order	<p>The Board shall observe the parliamentary procedures as found in <i>Robert's Rules of Order, Newly Revised</i>, except as otherwise provided in Board procedural rules or by law. Procedural rules may be suspended at any Board meeting by majority vote of the members present.</p>
Voting	<p>Voting shall be by voice vote or show of hands, as directed by the Board Chair. Any member may abstain from voting, and a member's vote or failure to vote shall be recorded upon that member's request.</p>
Minutes	<p>Board action shall be carefully recorded. When approved, these minutes shall serve as the legal record of official Board actions. The written minutes of all meetings shall be approved by vote of the Board and signed by the Board Chair and the Board Secretary.</p> <p>The official minutes of the Board shall be retained on file in the office of the Executive Director and shall be available for examination during regular office hours.</p>
Discussions and Limitations	<p>Discussions shall be addressed to the Board Chair and then the entire membership. Discussion shall be directed solely to the business currently under deliberation, and the Board Chair shall halt discussion that does not apply to the business before the Board.</p> <p>The Board Chair shall also halt discussion if the Board has agreed to a time limitation for discussion of an item and that time limit has expired. Aside from these limitations, the Board Chair shall not interfere with debate so long as members wish to address themselves to an item under consideration.</p>