

Linn Benton Lincoln Education Service District

Code: BDD
Adopted: 7/8/98
Readopted: 7/21/26

Board Meeting Procedures

1. Quorum

A quorum of the Board is four¹ Board members.

2. Vote Needed for Exercise of Powers

The affirmative vote of four² Board members will be necessary for exercising any of the Board's powers.

3. Board Member Voting

The results of all votes shall be recorded, including the vote of each member's vote by name, on all votes taken by the Board. A written ballot, if used, shall identify the individual Board member by name and their vote, and shall be announced during the meeting at which the vote occurred. Secret ballots are prohibited.

4. Abstaining from Vote

Any conflicts of interest will be handled in accordance with Oregon Revised Statute (ORS) 244.120 and Board policy BBFA – Board Member Ethics and Conflicts of Interest. Board member abstentions will be documented in the meeting minutes or recording.

5. Parliamentary Procedure

Official Board business will be transacted by motion or resolution at properly noticed³ meetings.

Except as otherwise provided by state law and/or Board policy, the rules of parliamentary procedure comprised in *Robert's Rules of Order Newly Revised*, "*Procedure in Small Boards*"⁴ as modified by the Board will govern the Board in its deliberation. Modifications include the following: Motions will all be seconded prior to consideration for discussion by the Board and motions to close or limit debate will be acceptable.

¹ ORS 334.100 establishes the quorum as a majority. If the Board has seven members, four constitute a quorum. If the Board has nine members, five constitute a quorum. If the Board has eleven members, six constitute a quorum.

² ORS 334.100 provides "the affirmative vote of a majority of members of the board is required to transact any business." If the Board has seven members, four votes are required. If the Board has nine members, five votes. If the Board has eleven members, six votes.

³ See ORS 192.640, OAR 199-050-0040 and Board policy BD/BDA – Board Meetings for notice requirements. In the June 2026 policy update, OSBA will be recommending policy BD/BDA be recoded and renamed: BD – Board Meetings, Notices and Communications.

⁴ See *Robert's Rules of Order*, 12th Edition, § 49:21.

The Board chair will decide all questions relative to points of order, subject to an appeal to the Board.
Failure to follow *Robert's Rules of Order* will not invalidate a lawful Board decision.

END OF POLICY

Legal Reference(s):

ORS 192.650
ORS 334.100
ORS 244.120(2)
OAR 199-050-0005(9)
OAR 199-050-0055

38 OR. ATTY. GEN. OP. 1995 (1978)
41 OR. ATTY. GEN. OP. 28 (1980)