Title  Board Meetings

Order of Business - Regular Meetings

The conduct of all meetings shall be in accordance with established parliamentary procedures. Parliamentary procedures not provided for in these policies or by statute shall be determined by Robert's Rules of Order, Revised, latest edition as modified by this policy and subsequent rules.

The meeting shall commence at the appointed hour and the following shall be the order of business:

1. Call the meeting to order
2. Roll Call by Secretary
3. Oral Communications
4. Written Communications
5. Consent items
6. Administrative Reports
7. Unfinished Business
8. Adjournment

Under ordinary circumstances, adjournment shall occur when the order of business has been completed, or at 6:30 p.m., whichever occurs first. If the order of business has not been completed at 6:30 p.m., unfinished business will be carried over to the next regular meeting, or the Board may, by majority vote of the members present, elect to continue the meeting past 6:30 p.m.

Date of adoption 07/16/67
Date of last revision 10/13/03
Date of current revision 06/28/19

Legal Reference: (Code of Iowa) 21.2, .7; 279.8.

Related Administrative Procedures and Cross References
Board of Director's Handbook; 205.8 Agenda for Board Meetings