

Northern Marianas College
Board Of Regents Policy

SUBJECT:	Board Operations	EFFECTIVE:	September 26, 2013
SECTION:	1011	POLICY NAME:	Meetings
WSCUC Standard/Policy:	Standard III CFR 3.9		

Regular Meetings

The Board shall hold at least one regular meeting each quarter.

Special Meetings (Non-Emergency)

The presiding officer or a majority (4 members) of the members of the Board may call special meetings of the Board. Written request to call for a special meeting must be delivered to the Chair and the president requesting such meeting with the signature of at least four current members of the Board.

All members of the Board and the President shall be notified of the special meeting and the purpose or purposes for which it is called by written notice delivered to them at least 24 hours in advance of the meeting. A public notification of all special meetings of the Board shall be made 24 hours in advance of the meeting.

NMC shall comply with the existing applicable law regarding notice to the public on all meetings.

An agenda shall be prepared as specified for regular Board meetings and shall be delivered with the notice of the special meeting to Board members, together with supporting documents, if any. The agenda shall be posted according to applicable law. The agenda for the special meeting may be mailed with the notice to news media and the business to be transacted shall be stated in the notice. Only those items of business listed in the call for the special meeting shall be considered at that special meeting.

Special Meetings (Emergency)

In the case of an emergency situation involving matters upon which prompt action is necessary due to the disruption or threatened disruption of public facilities, the Board officers may either meet in person or by phone, should the situation require it. They have the authority to authorize necessary immediate actions and to present those actions to the full Board at the next regular meeting.

Each local newspaper of general circulation and radio or television station which has requested notice of meetings shall be notified by the Chair of the Board or the Chair's designee, one hour prior to the special meeting. In the event that telephone services are not functioning, the notice requirement of one hour is waived, but the Board or its designee shall notify such newspapers, radio stations, or televisions stations of the fact of the holding of the meeting, and of any action taken by

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the Board, as soon after the meeting as possible.

No closed session may be held during an emergency special meeting, and all other rules governing special meetings shall be observed with the exception of the 24-hour notice. The minutes of the meeting, a list of persons the President or designee notified or attempted to notify, a copy of the roll call vote, and any actions taken at such meeting shall be posted for a minimum of 10 days in a public place as soon after the meeting as possible.

Adjourned Meetings

Meeting adjournment shall follow the guidelines set forth by Robert's Rules of Order.

Annual Organizational Meeting

The Board will hold an annual organizational meeting to elect officers and adopt a calendar of regular meetings.

TIME, PLACE, NOTIFICATION FOR MEETINGS

At the annual organizational meeting or as shortly thereafter as possible the Board will adopt a calendar of regular meetings which shall, in accordance with law, specify the time, place and date of each regular meeting scheduled before the next organizational meeting.

PUBLIC AND CLOSED EXECUTIVE SESSIONS

All meetings of the Board of Regents, both open and closed, shall meet in conformance with the applicable provisions of the Commonwealth Open Government Act, 1 CMC § 9901 *et seq.* The Board may consider entering into Executive Session during a regular or special meeting, conforming to 1 CMC § 9912 of the Commonwealth's Meetings Declared Open and Public.

CONSTRUCTION OF AGENDA

The President shall prepare and distribute to Board members agendas no less than five days prior to regular board meeting dates consisting of those items that have been previously identified at the last regular board meeting. The NMC President shall consult the Board Chair concerning agenda items. The College President shall consult the Board Chair concerning emergency items, and those items may be added to an agenda at the discretion of the Board Chair.

The President, as Secretary to the Board and in cooperation with the Chair of the Board, shall prepare an agenda for each meeting of the Board.

Posting of Agenda

Public notification of all regular meetings of the Board shall be made 72 hours in advance of the meetings and shall be published in a newspaper of general circulation where possible in accordance with the provisions of 1 CMC § 9910 of the Commonwealth's Open Government Act. The Meetings will be open and public, conforming to 1CMC § 9904 of the Commonwealth's Open

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Government Act. The agenda for a special meeting shall be posted at least 24 hours before the meeting and published in a newspaper of general circulation where possible in accordance with the applicable provisions of 1 CMC § 9910.

ADVANCE DELIVERY OF MEETING MATERIALS

A copy of the agenda for any regular meeting of the Board shall be forwarded to each Board member not less than 72 hours prior to the meeting, along with minutes to be approved, copies of communications, reports from committees, staff, citizens and others, and such other documents and exhibits which are available and pertinent to the meeting.

Board members shall become familiar with the agenda and support materials prior to the meeting, and shall obtain any additional information that may be necessary to make well-informed decisions.

The President and the Chair of the Board are directed to make every effort to get support materials and the agendas for special meetings to the Board members at the earliest possible time after the meetings are called, and except in emergency situations as permitted by law, at least 24 hours prior to the time the meetings are called.

MEETING CONDUCT

Meetings of the Board of Regents shall be conducted by the Board Chair in a manner consistent with the adopted bylaws of the Board and the latest edition of Robert's Rules of Order.

All Board meetings shall commence as close to the stated time as practical and shall be guided by an agenda that has been prepared and delivered in advance to all Board members and other designated persons.

The conduct of meetings shall, to the fullest possible extent, enable members of the Board to:

1. consider problems to be solved, weigh evidence related thereto, and make wise decisions intended to solve the problems, and
2. Receive, consider and take any needed action with respect to reports of accomplishment both as to students and as to the College's operations.

Provisions for permitting any individual or group to address the Board concerning any item on the agenda of a special meeting, or to address the Board at a regular meeting on any subject that lies within the jurisdiction of the Board, and shall be as follows:

1. Five minutes may be allotted to each speaker on a specific subject matter.
2. No boisterous conduct shall be permitted at any Board meeting. Persistence in boisterous conduct shall be grounds for summary termination, by the chair, of that person's privilege of address.

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3. No oral presentation shall include charges or complaints against any employee of the College, regardless of whether or not the employee is identified in the presentation by name or by another reference that tends to identify. All charges or complaints against employees shall be submitted to the president under provisions of Board policy.

QUORUM

The presence of four members at a duly called meeting shall constitute a quorum for the purpose of conducting official business of the Board in accordance with the provisions of 3 CMC § 1315(b).

MINUTES AND RECORDING DEVICES

Minutes

The Secretary of the Board shall keep minutes of all regular and special meetings of the Board. The Minutes shall constitute a record of official Board actions. Copies of the minutes shall be made for distribution to the Board members with the agenda for the next regular meeting. The Secretary may also keep a minute book for each closed session of the Board apart from the minutes of the regular and special meetings, and the minute book is declared to be not a public record. The official minutes of the regular and special meetings, the minute book for closed sessions if any, and the master copy of the policy manual shall be kept in a secure manner.

Recording Devices

A video or audio tape recording of public meetings of the Board, including closed sessions, may be made at the request of the Secretary or any member of the Board when such request is approved by a majority of the whole Board at which a quorum is present. The recording device shall be placed in plain view of the persons present, so far as possible. Recordings made during regular or special meetings of the Board are deemed public records. Recordings will be kept for a minimum of one year.

RECORDING OF VOTES

Motions shall be recorded as having passed or failed and individual votes will not be recorded when the action is unanimous. Resolutions shall be recorded by roll call vote and be so recorded. All resolutions shall be numbered for each fiscal year beginning October 1.

HISTORY:	Replaces Board Policy No. 202.1 (November 09, 2011); Replaces Policies No. 1015, 1015.1, 1015.2, 1015.3 and 1015.4
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