
President or a proxy of the Board may be placed on the agenda for a regular meeting.

12 Notice to Trustees. Every reasonable effort will be made to provide notice and the proposed agenda and available, pertinent materials for a regular meeting of the Board of Trustees and all available, pertinent materials, to each trustee no less than seven calendar days before the meeting. This should be provided to each trustee by email to the trustee's official Oregon Institute of Technology email address, and may be an email that contains only a link to the agenda and materials.

13 Notice to OIGs. Every reasonable effort will be made to provide notice of a regular meeting of the Board of Trustees and all available, pertinent materials, to all OIGs no less than seven calendar days before the meeting.

14 Board Calendar. The Board shall meet at least once quarterly. The Secretary will work with each Board member to generate a schedule of regular Board meetings for at least one year in advance. The Secretary will ensure to be posted on the Board's website and delivered to each trustee periodically an updated schedule of the Board's regular meetings.

15 Order of Regular Meetings. The following will be the order of business at each regular meeting of the Board:

1. Call to Order/Invocation of a Quorum
2. Review Agenda (with approval of minutes)
3. Reports (with budget)

2.0 Special and Emergency Meetings

2.1 Definition. Any meeting that is not a regular meeting of the Board is a special meeting of the Board or, in proper cases, an emergency meeting.

2.2 Content of the oEmergencys,

spokesperson to make comments. Those who sign up and are not called are invited to share their comments via Board@oit.edu. The public comment period is complete when any public comment has been provided or the public comment period expires, whichever occurs first.

4.5 Written Information. An individual who wants to provide written information to the Board may do so by: (1) sending the material electronically to Board@oit.edu; (2) delivering the material to the Office of the Board Secretary; or (3) mailing the material to the Office of the Board Secretary. The Chair, President and Secretary will determine whether and, if so when, submitted material is appropriate for dissemination to trustees based on the University's bylaws and relevant Board actions. Materials may be subject to disclosure under the Public Records Law.

4.6 Questions. When questions arise from public comments at meetings of the board, the Chair, or a designee of the Chair, will respond to such questions. Responses will rarely – if ever – be provided at the meeting because due diligence will be required prior to a response.

5.0 Role of the Secretary

5.1 Notices and Minutes. The Secretary is responsible for causing: the issuance of required notices of meetings of the Board; the issuance of the agenda; the preparation of the minutes, and making arrangements for any audio recording, audio and video recording, streaming audio, or streaming audio and video. The Secretary shall cause the minutes and any recording or transmission to be maintained in accordance with applicable records retention requirements and is the custodian of such records. For notice purposes, a calendar day includes the date of the meeting.

6.0 Executive Sessions

6.1 Authorization. Executive sessions are authorized by the Public Meetings Law. The Chair shall have discretion, consistent with applicable law, to determine whether the Board or a Committee should meet in executive session. When the Chair determines that an executive session is appropriate, the Chair will use the following procedure:

- The Chair will announce the executive session as required by law and cite the basis for and statute authorizing an executive session for each subject to be discussed
- The Chair or Secretary will specify individuals who may remain in the meeting
- The Chair or Secretary will instruct news media on each subject that the news media may not disclose
- The Chair or Secretary will also notify news media that they are prohibited from making audio or video recordings of the executive session
- The Chair or Secretary will notify news media that they are excluded from the executive session for one or more of the reasons set forth in Oregon Revised Statute 192.660

