

## Board Meeting Agenda

The agenda of all regular meetings of the Board will be prepared by the President, or in his/her absence, the deputy clerk, in consultation with the Board chair and/or vice chair. Requests for placing items on the agenda will be forwarded by the vice president to the President. Agenda items, complete with any accompanying informational backup material, will be submitted to the President's office, allowing sufficient time to meet the distribution deadline.

A consent agenda may be used by the Board for noncontroversial business. The consent agenda will consist of routine business that requires action but not necessarily discussion. These items may all be approved at the same time. A Board member may ask that any item be removed from the consent agenda. Upon Board action the removed item will then be placed on the regular agenda.

The agenda will be established following a general order established by Board resolution. Opportunity for the audience to be heard will be included. The Board will follow the order of business set up by the agenda unless the order is altered by a consensus of the Board.

Items of business not on the agenda may be discussed and acted upon if the Board agrees to consider them.

The agenda will be distributed to members of the Board one week prior to the date of the regular monthly meeting. The agenda will be available to the press and to interested patrons through the President's office at the same time it is available to the Board members. Copies of the agenda for the press and public will not contain any confidential information included in the Board members' packets.

Members of the public may request a copy of the agenda at the President's office.

Individuals visually impaired will receive an agenda, any related supporting materials available to the general public and minutes in an appropriate alternative format upon request of at least 48 hours notice prior to and/or following a public meeting.

Appropriate auxiliary aids and services available to ensure equally effective communications with qualified persons with disabilities may include large print, Braille, audio recordings and readers. Primary consideration will be given to the requests of the person with a disability in the selection of appropriate auxiliary aids and services.

Should the Board demonstrate such requests would result in a fundamental alteration in the service, program or activity or in undue financial and administrative burdens, alternate, equally effective communications will be used.

Auxiliary aids and services for persons with disabilities will be available at no charge to the individual.

END OF POLICY

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**Legal Reference(s):**

[ORS 192.640](#)

[ORS 341.283](#)

Americans with Disabilities Act of 1990; Americans with Disabilities Act Amendments Act of 2008, 42 U.S.C. §§ 12101-12213; 29 C.F.R. Part 1630; 28 C.F.R. Part 35.

**Cross Reference(s):**

BDDG - Minutes of the Meetings

BDDH - Public Comment in Board Meeting