

BOARD OF DIRECTORS

Code 210.2.1

Policy Title: ORDER OF REGULAR BUSINESS MEETINGS

Insofar as practicable, the order of business at all regular business meetings shall be as follows:

- A. Opening of Meeting
 - a. Call to order
 - b. Communications
 - c. Public forum
 - d. Recognition of visitors
- B. Consent agenda
 - a. Minutes of Previous Meeting(s)
 - b. Bills Outstanding
 - c. Recapitulation/Finance Summary
 - d. Open Enrollment
 - e. Treasurer's annual report September meeting only 210.1
- C. Board Reorganization September meeting odd years 210.1
- D. Election of officers September meeting only 210.1
- E. Information and discussion items
- F. Action Items Additional items for September 210.1
- G. Announcements and opportunities
- H. Adjournment

The tentative agenda, required by the Open Meetings law to be included with the notice given at least 24 hours before the meeting, shall be specific enough to properly inform the public of the business before the Board. The tentative agenda can be amended within the 24 hour notice period only if good cause exists requiring action on additional matters. If such matters are added, a statement to that effect should be entered in the minutes, and as much advance notice as possible should be given to the public and the media. This is not meant to prevent the Board or members of the public or the staff from introducing items for discussion only; action on discussion items, however, must normally be deferred to a subsequent meeting when the legally required notice can be given.

Legal Reference: Iowa Code, Chapter 21

Cross Reference: 210.1 Regular September Meeting and Board Reorganization
 210.2 Regular Meeting
 210.8 Board Meeting Agenda

Approved: September 20, 2000

Reviewed: September 22, 2009

Revised: November 23, 2015