

*Policy Series 8000*  
**Board Policy 8150**

**Meetings of the Board**

Reference: WY Stat § 21-18-303, 21-18-305, 16-4-401 through 16-4-408

The Board of Trustees shall meet in regular sessions on the third Thursday of each month on the Sheridan College Campus. The time and place of regular meetings of the Board of Trustees may be changed with proper public notice. All regular meetings of the Board of Trustees are open to the public.

The Board shall hold a public hearing to adopt the District Budget not later than the third Wednesday in July.

The Board shall hold a public hearing to levy an optional one mill for two fiscal years every even year in May.

The Board shall hold a public hearing to levy a BOCHES half-mill for two fiscal years every odd year in May.

The Board may hold an Executive Sessions in accordance with State Statute. An executive session is limited to discussions as outlined in State Statute. The Board shall follow proper protocol in opening and closing an executive session, in only voting in a public session, and shall maintain minutes of all executive sessions.

Special meetings and emergency meetings may be called by the President of the Board. Written notice shall be given to members in advance unless a special meeting is arranged for in a meeting when all Board members are present. A special or emergency meeting shall consider only the business for which the meeting was called.

A quorum must be present for the transaction of business at regular or special meetings. Any four members of the Board constitute a quorum.

An agenda shall be prepared by the Chair of the Board of Trustees of the District for each of the regular meetings and for special and emergency meetings if the business at hand requires it. Provision shall be made for the introduction of additional items at the meeting.

Adoption Date: 11-17-2016  
Review Dates  
Revision Dates

## **Board Policy 8150 (cont'd)**

The order of business for the regular meetings of the Board of Trustees shall be:

1. Call to order and roll call
2. Agenda additions and/or deletions
3. Consent Agenda: any item may be removed for discussion by any member of the Board of Trustees
4. Minutes – part of the consent agenda
5. Financial Reports – part of the consent agenda
6. Other
7. Report of the President
8. Advisory Committee Reports
9. Organization Reports
10. Public Comments
11. Unfinished business
12. New business
13. Adjourn

A record of the proceedings of the Board of Trustees shall be made at each meeting. The minutes of all Board meetings shall be reviewed and approved at the next regular meeting. The minutes, once approved, shall be legally authenticated by the signatures of the President and Secretary of the Board. Once authenticated, the minutes shall be placed on permanent file in the President's office where they may be reviewed by any citizen.

Adoption Date: 11-17-2016

Review Dates

Revision Dates