

**Article IV**  
**Board Meetings**  
**Approved: January 18, 2000**

The Board of Trustees shall meet at 3:45 p.m. on the third Tuesday in the months of January, March, May, September, and November, at a location to be determined by the Board. The Board will not meet in December. The Board will hold a retreat in July. A meeting may be cancelled or re-scheduled at the request of the Board Chair. All members of the press and other interested parties will be notified. The college president, in consultation with the chairperson of the Board, will prepare and deliver an agenda for each regular meeting to each Board member and to the news media at least two days prior to the date of the regular meeting. The Board may, upon the affirmative vote of the majority of the entire Board, consider and act upon matters not included in the agenda.

Trustees may attend board meetings electronically by phone or video conference as available. The following apply to electronic participation in board meetings: 1) electronic participant trustees may vote and may count toward a quorum; 2) electronic participant trustees will not participate in the board meeting while operating a motor vehicle; 3) electronic participant trustees must have ready access to their board packets; 4) trustees are restricted to electronic participation in board meetings to 50% or less of the total annual meetings; 5) when votes are held, the trustees participating in the meeting electronically will be individually polled but the vote will not be recorded individually except in cases of a roll call.

Special meetings of the Board of Trustees may be called by the Chairperson of the Board or by a majority of the members of the Board. When a special meeting is required, each member of the Board will be notified of the time and place of the meeting and the purpose for which it is called. Only matters related to the purpose of the call shall be considered in a special meeting. Notice of the meeting must be given to members of the Board and the news media at least two hours before the meeting convenes.

All board meetings are subject to the “Arkansas Freedom of Information Act”.

A quorum shall consist of a majority of the membership of the Board of Trustees. A majority of a quorum shall be sufficient to transact business unless a larger number is specifically required by Board policy. The Board shall follow Robert's Rules of Order, Revised, in conducting its business.

Revised: 11.15.2005, 2.21.2012, 8.24.2012, 3/21/2017, 5/15/2018