

Meetings of the Board	Policy Number	1.2.4
	Effective Date	September 19, 2012

1.0 POLICY & PURPOSE

- A. At the election of officers in December, or at the annual organizational meeting or as shortly thereafter as possible, the Board will adopt a calendar of regular meetings which will, in accordance with law, specify the time, place and date of each regular meeting scheduled before the next organizational meeting.
- B. All meetings of the Board of Trustees, both open and closed, will meet in conformance with the applicable provision of Wyoming’s open meeting laws.
- C. The Board may hold an emergency meeting on matters of serious immediate concern to take temporary action without notice. The Board will make a reasonable effort to offer public notice. All action taken at an emergency meeting will be of a temporary nature, and in order to become permanent will be considered and acted upon at an open public meeting within forty-eight (48) hours.
- D. A majority of the Board of Trustees constitutes a quorum for the transaction of all business; but if less than seven (7) Board members are present, a minimum of three (3) concurring votes is required to decide any question.
- E. The Chair will determine the agenda for any particular meeting, although Board members may request or recommend any appropriate matters for Board consideration.
 - 1) A Board member may recommend or request a matter for Board discussion by submitting the item to the Chair at least seven (7) days prior to the scheduled Board meeting.
 - 2) The meeting and packet are to be received by Board members at least five (5) days prior to the scheduled Board meeting.
 - 3) By an affirmative vote of a majority of the members of the Board, or of those present at a meeting, additional matters may be added to the agenda of any Board meeting.
- F. The Chair will follow parliamentary procedure for the conduct of Board meetings.
- G. The Chairperson of the Board will invite public comment at all open meetings of the Board of Trustees.


Reference: Wyo. Stat. § 16-4-404; Wyo. Stat. § 21-18-302

2.0 REVISION HISTORY

Adopted on: 9/19/12

3.0 PERSONS AFFECTED

Laramie County Community College Board of Trustees
 Laramie County Community College President
 Laramie County Community College President’s Cabinet

REQUIRED	NAME/SIGNATURE	DATE
Originator(s) (Name)	Brenda Lyttle, Trustee	9/5/12
Approval by College Council		N/A
Recommended by President (Signature)	N/A	N/A
Approval by Trustees (Signature)		9/19/12