



Board of Directors

Meeting Rules and Procedures for Board Meeting

*Adopted by the ORCTV Board of Directors
February 21, 2008*

- I. Regular Meetings of the ORCTV Board of Directors shall be presided over and run by the Board President or, in his/her absence, the Vice President or any other board member as elected by majority board vote. The presiding board member shall be responsible for setting the meeting agenda, including the topics for discussion and/or the participants invited to address the board.
- II. ORCTV Board Meetings are open to the organization's membership, the general public, and members of the press. However, only those recognized by the presiding board member will be allowed to address the board during regular meetings when appropriate. Non-agenda items of concern may be discussed or addressed by non-board members at the conclusion of a regular meeting's agenda or when deemed appropriate by the presiding board member.
- III. Inquiries or requests to be considered for placement on a meeting agenda must be submitted in writing to the President or presiding board member at least one week (7 days) prior to a scheduled board meeting.
- IV. Although input and discussion from non-board members is desired and encouraged, it should be kept to specific topics and time limits as determined by the President or presiding board member in order to expedite regular meeting agenda items.
- V. Working and/or draft documents presented to board members for discussion and debate during board meetings shall be deemed working drafts and will not be disseminated or distributed to the membership, general public or press until finally approved and/or adopted by the board. Formal requests for all adopted documents, including approved meeting minutes, may be made in writing to the board's Clerk.
- VI. An "Executive Session" may be called by the President or presiding board member at any time to discuss personnel matters, contract negotiations, legal matters, or any other topic which may put ORCTV at risk if discussed in Open Session. Such Executive Sessions will be restricted to sitting board members only.