



Oregon State University Conduct of Board Meetings

Board Agenda

Staff will make every effort to deliver the proposed agenda, and all available, pertinent materials, for each regular Public Meeting of the Board to each trustee by electronic mail, or otherwise, not less than seven days before any regularly scheduled meeting. Each item on the agenda must be approved by either the Chair or the President before being placed on the agenda. Except in unusual circumstances, staff must submit proposed agenda items, including consent agenda items, and pertinent materials to be included with the agenda, to the Secretary of the Board at least fourteen days prior to a Board meeting.

Order of Regular Meetings

The following shall be the order of business at each regular Public Meeting of the Board:

1. Call to Order/Roll/Declaration of a Quorum
2. Opening Comments
3. Public Comments and Standing Reports
4. Consent Agenda (including approval of minutes)
5. Reports of Standing Committees of the Board
6. Reports of Special Committees of the Board
7. Action Items
8. Discussion Items
9. Adjournment

The order of business of the Board may be changed or suspended at any Public Meeting by the Chair or by a majority of the voting trustees present. An item may be moved from the consent agenda to the regular agenda by request of any trustee.

Public Comment and Constituent Participation

The Oregon State University Board of Trustees encourages public comment and constituent participation, which are valued components of governance. The board seeks engagement with university shared governance partners and values the standing reports and feedback to the board at its regularly scheduled meetings.

The board will provide a live public comment period at each regularly scheduled meeting of the full board.

The board chair or an assigned designee will provide a response to questions that arise from the public comment period. Response time will vary depending on the availability of staff; responses should be expected no more than 60 days after each board meeting.

One representative from the Associated Students of Oregon State University and one

representative from the Associated Students of OSU-Cascades will be allowed to provide comments and submit a report at each regularly scheduled meeting of the full board.

The President of the Faculty Senate, or their assigned designee, will be allowed to provide comments and submit a report at each regularly scheduled meeting of the full board.

A representative from each official campus labor organization will be allowed to provide comments and submit a report at each scheduled board meeting, if requested.

Public Comment Guidelines

Unless otherwise indicated on the agenda or by the Chair, each public comment period will be for up to 30 minutes with a five-minute limit per speaker.

The Chair is authorized to control meetings of the Board, to enforce requirements of order and decorum, and to limit comments that are duplicative, disruptive, or irrelevant.

Individuals who wish to provide public comment must sign up and provide their name, email address, relationship to the university, and the topic to be discussed either on the public sign-up sheet that will be available at each meeting or by emailing the board at trustees@oregonstate.edu.

Comments may be made in-person, through the live meeting broadcast platform (e.g. Zoom), or in writing.

Procedure for Submitting Written Comments Related to Items on the Agenda

Individuals who wish to provide written comment related to a specific item on the agenda may do so by 1) sending that information electronically to trustees@oregonstate.edu; 2) delivering the materials to the Board Office; or 3) mailing the material to the Board Office.

Written material related to a specific agenda item must be received at least two business days in advance of the meeting. Material should be no more than three pages in length.

Documents provided to the board are public records and may be subject to disclosure under Public Records Law.

The Chair and Board Secretary will determine whether and, if so, when, submitted material is appropriate for dissemination to trustees and posting on the Board's website based on relevant Board actions.

Written comments submitted to the Board not directed to a specific agenda item will be handled as general correspondence. The Board Chair will direct the distribution and response to these comments.

Document History

- Adopted by the Board of Trustees March 13, 2014
- Amended by the Board of Trustees April 21, 2017
- Amended by the Board of Trustees January 18, 2018
- Amended by the Board of Trustees January 24, 2020
- Amended by the Board of Trustees April 5, 2024