



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 regular mail, 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 and Reports
3. Public Comments
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

Upon calling the meeting to order, the Chair will make a land acknowledgement statement, recognizing the history of the Indigenous peoples on the land upon which the meeting presides. The land acknowledgement will be based on language provided by the university's Office of Institutional Diversity.

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.

Procedure for Appearing Before the Board

Individuals who wish to provide public comment must sign up with the Secretary of the Board in advance of the public comment section of a meeting, stating their name, email address, affiliation, and the topic to be discussed. A sign-up sheet will be available at each meeting. 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.

Following each meeting, the Board Chair and Secretary will review each of the comments made during the public comment period of the meeting. Based on this review, the Board Chair may direct follow-up such as, but not limited to, providing a written response or acknowledgment, scheduling a topic for a future Board meeting, requesting further consideration within a committee of the Board, requesting additional information from the university, or determining that no further action is needed. The Board Secretary will provide copies of any written responses to the Board.

Following each meeting, trustees may direct further questions or inquiries on a topic raised in public comment to the Board Chair or Board Secretary.

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 must be received at least two business days in advance of the meeting at which the agenda topic is scheduled. Material should be no more than three pages in length. Please note that documents provided to the Board 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 April 21, 2017
- Amended January 18, 2018
- Amended January 24, 2020