



Southwestern Michigan College Board Policy - Bylaws – Article IV Meetings

Last Reviewed	Last Updated	Effective Date
5/18/2020	10/14/2008	

SECTION 1. Organization Meeting

The Board of Trustees shall hold an organizational meeting at the first regularly convened meeting of the new year following the regular community college election. If the date of an organizational meeting falls on a legal holiday, then it shall be held on the next succeeding Monday.

SECTION 2. Meeting Schedule

Meetings of the Board of Trustees shall be held at such times and places as designated by the Board of Trustees.

SECTION 3. Special Meetings

A special meeting of the Board of Trustees shall be called by the Chairman or any three (3) members serving on the other members personally a notice at least twenty-four (24) hours before the hour of the meeting or depositing notice in the U.S. Post Office mail receptacle enclosed in a sealed envelope plainly addressed to each such member at his last know residence address, at least forty-eight (48) hours before such meeting is to take place. Notice of such meeting must be posted eighteen (18) hours in advance as required by law. No business shall be transacted except that for which the meeting is called.

SECTION 4. Meetings Open to the Public

All regular and special meetings of the Board of Trustees shall be open to the public in accordance with Public Act No. 267 of 1976 and any amendments thereto.

SECTION 5. Hearing of Citizens

A. Citizens of the College district, College employees or students may appear before the Board of Trustees according to the following procedures:

1. At any regular or duly called Special meeting of the Board of Trustees, those desiring to speak on any item(s) on the Agenda may do so subject to the following rules:
 - a) The guest must register with the Board Secretary giving name, permanent address, and Agenda item to be addressed.

- b) The guest must be recognized by the presiding officer at the point on the Agenda entitled "Hearing of Citizens".
 - c) The guest must restrict remarks to the time allocated by the presiding officer.
 - d) The guest must observe decorum which enhances the dignity of the meeting.
 - e) The guest must confine remarks to the Agenda item(s) unless the procedures outlined in (2) below have been complied with.
2. A person desiring to appear before the Board of Trustees on a subject not on the Agenda must give a request in writing to the Chairman or Secretary of the Board, or the College President by 5:00 p.m. on the day preceding a scheduled meeting of the Board. The request must state the subject the person wishes to speak on as well as an outline of the subject matter to be presented. It is the policy of the Board of Trustees to hear all persons who have a presentation to make which is germane to the operation of the College and which falls within the legal responsibility of the Board of Trustees.

SECTION 6. Parliamentary Authority

The usual rules of parliamentary procedures shall be used by the Board in its meetings. (On all matters where parliamentary authority is requested or appealed, the latest version of Robert's Rules of Order shall prevail).