

Board Policy: 210 – Meetings

Subject: Board of Trustees

Series 210: Meetings

Regular Meetings

The Board will annually adopt a calendar designating date, time and place of all regularly scheduled meetings of the Board. Any mid-year changes to the approved calendar will be voted on by the full Board. Meetings may be held face-to-face, electronically, or in any other multimedia conducted format as deemed appropriate by the Board.

Special Meetings

Special meetings may be held as determined by the Board, or called by the Chair, or by the Secretary upon the written request of a majority of the members of the Board. Unless otherwise provided by law, public notice of special meetings shall be given in writing by the Secretary at least twenty-four hours in advance of such meetings.

Special meetings will also be held when and as may be required in order to accommodate a valid request for a private hearing as contemplated by Iowa Code Section 279.15. The record of the private hearing shall be kept in the Board's file and available for use only to prepare a transcript of the private hearing as might be requested by a party to the private hearing at the expense of that party.

Notice of Meetings

Notice for special meetings shall be given to Board members at least two days in advance of the meeting. Said notice shall specify the time, place, and purpose of the meeting. Attendance at a meeting shall constitute waiver of notice.

Closed Sessions

All College business will be conducted in open public meetings. However, by an affirmative vote of two-thirds (2/3) of its members present, the Board may hold a closed session in accordance with provisions of the Code of Iowa. No board action may be recorded in closed sessions.

All discussions occurring in closed session(s) of the Board shall be held confidential.

Annual Meeting

The Annual Meeting of the Board shall be held on or after August 31 and prior to the organizational meeting.

The Board shall follow its regular order of business. The Treasurer shall present affidavits from depository banks as a part of the annual report. The Board shall examine, reconcile, and approve the reports, and if in order, the Chair and Secretary shall then affix their signatures thereto.

Cancellation of Meetings

Regular or special meetings of the Board may be canceled by the Chair, or by the Secretary, upon the request of a majority of the members of the Board.

Date of Adoption: 08/11/1966

Date of Revision: 11/11/2010

04/13/2023

03/06/2025

Date of Review: 11/08/2018

04/13/2023

03/06/2025

[Legal Reference \(Code of Iowa\)](#)

Chapter 260C.12

Chapter 279.2, .33