



**Governance  
Process**

**ENDs**

**Board – CEO  
Delegation**

**Executive  
Limitations**

## **JACKSON COLLEGE BOARD OF TRUSTEES POLICY**

**Policy Type:** GOVERNANCE PROCESS

**Policy Title:** Special Rules of Order

**Policy Number:** GP 13

**Date Adopted:** 06.08.20

**Version:** 4.0

**Date Last Reviewed:** 03.17.25

**Responsible Party:** Chief Governance Officer (CGO)

**Reviewing Committee:** Chairwoman Patterson,  
Vice-Chairwoman Lake,  
Trustee Simpson

### **GOVERNANCE PROCESS STATEMENT:**

The Jackson College Board of Trustees meetings will be conducted in an orderly, effective process, led and defined by the Board Chair/ Chief Governance Officer (CGO).

1. All by-law obligations respecting Board meetings must be satisfied.
2. Board meetings shall be called to order at the time specified in the notice of meeting and upon satisfaction of quorum.
3. Trustees will not present an item for action or discussion at a Board meeting if it is not on the agenda, unless otherwise approved by a majority vote of the Board.
4. Meeting order and decorum shall be maintained and all members treated with dignity, respect, courtesy, and fairness during discussion and debate and in all other respects.
5. Trustees must keep their comments relevant to the issue under consideration.
6. Board meetings will be conducted at a level of informality considered appropriate by the Board Chair.
7. Proposals that the Board take action, or decide a particular matter, shall be made by main motion of a Trustee, discussed, and then voted on. Motions do not require a second to proceed to discussion and subsequent vote.
  - 7.1. The Chair may, to the same extent as any Board member, make motions, engage in debate, or vote on any matter to be decided.
  - 7.2. A motion to amend a main motion may be amended, but third level amendments are out of order.

- 7.3. A motion to refer to a committee, postpone, or table, may be made with respect to a pending main motion, and if carried shall set the main motion (the initial proposal) aside accordingly.
8. Trustees may speak to a pending motion on as many occasions, and at such length, as the Chair may reasonably allow.
9. A vote on a motion shall be taken when discussion ends but any Trustee may, during the course of debate, move for an immediate vote (close debate) which, if carried, shall end discussion and the vote on the main motion shall then be taken.
10. A majority vote will decide all motions before the Board excepting those matters in the by-laws which oblige a higher level of approval.
  - 10.1. A decision to discontinue the Board's use of Policy Governance can occur only by a supermajority (i.e., Two-thirds) vote of the entire Board (i.e., Five members of the Board).
11. Board decisions about policies and revisions to policies will be considered first by the Board members assigned for pre-review of the policies, with the second reading occurring during the actual Board meeting. If approved, it has immediate effect.
  - 11.1. All Board-approved policies must pass legal review for compliance with Title VI and federal non-discrimination mandates.
12. A motion to adjourn a Board meeting may be offered by any Trustee or, on the conclusion of all business, adjournment of the meeting may be declared by the Board Chair.
13. A Trustee may request to have his or her vote on the record.
14. When further rules of order are to be developed by the Board, the Board will consider Robert's Rules of Order for Small Boards & Assemblies as a resource guide.

<b>Date Of Change</b>	<b>Version</b>	<b>Description of Change</b>	<b>Responsible Party</b>
06.08.20	1.0	First release following Policy Governance consulting work.	Chief of Staff
11.14.22	1.0	Regular Review – Approved	CEO
11.13.23	2.0	#3 was revised to include a majority vote prevision and #12 was revised to align with current practices.	CGO
11.4.24	3.0	Elimination of reference to consensus voting.	CGO
3.17.25	4.0	Federally mandated compliance amendments.	CGO