September 17, 2026

27-028	1.001 ORDER OF AGENDA (2nd Reading)
PREPARED BY:	Jennifer Hamlin, Board Coordinator, Office of the President
APPROVED BY:	Dr. Katy Ho, Interim President Dan Saltzman, Chair, PCC Board of Directors
STRATEGIC THEME:	Operational Excellence: Efficiency, Effectiveness, and Fiscal Sustainability; Shared Values: People, Connectedness, and Empowerment; Technological Transformation: Agility, Innovation, and Readiness; Holistic Student Support: Integrated, Affordable, and Accessible; Academic Excellence: Student Success, Delivery, and Programming; Community Engagement: Workforce, Education, and Industry Alignment
REPORT:	To ensure efficient governance, align meeting structures with strategic priorities, and maintain strict compliance with Oregon Public Meetings Law (ORS 192.640 and ORS 341.283), the College recommends updating Board Policy B 202 – Agenda Order.

This update modernizes the Board's order of business by formally incorporating guest introductions, dedicating specific focus to Board Policy Reviews, and establishing explicit protocols for agenda development. These adjustments streamline meeting flow, enhance transparency for public participation, and provide Board members with adequate preparation time for non-consent and voting items. Approval of this policy strengthens operational excellence, ensures legal alignment, and fosters clear communication across all administrative and public proceedings.

Impacted:
This policy impacts the Board of Directors, executive leadership, college administrators, constituent representative leadership (ASPCC, FFAP, FCE), and community members participating in Portland Community College Board meetings.

Implementation:

The Board Coordinator, under the direction of the College President and in cooperation with the Board Chairperson, holds primary responsibility for implementing the updated agenda structure and enforcing submission and 24-hour distribution timelines. Executive leadership, department heads, and constituent group leaders must align their submission schedules to ensure supporting materials are delivered in a timely manner for agenda development. Board members and the Board Chair will execute meeting proceedings in accordance with the updated order of business immediately upon adoption.

RECOMMENDATION:	That the Board of Directors approves the proposed updates and the renaming/renumbering of Board Policy B 202 to 1.001 Order of Agenda as presented for a 2nd Reading to take effect at the start of the next regularly scheduled Board meeting.

1.001 Order of Agenda

PURPOSE

To establish a clear, structured framework for developing, publishing, and executing Board of Directors meeting agendas, ensuring operational efficiency, transparency, and compliance with Oregon Public Meetings Law while supporting college strategic priorities.

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- Responsible: Board Coordinator
- Accountable: Board Chair
- Consulted: Board Members, Cabinet
- Informed: College Community

POLICY/PROCEDURE

A. Scope

This policy applies to all regular, special, and work session meetings of the Board of Directors and governs the responsibilities of the Board Chair, Board Members, College President, Board Coordinator, and participating community stakeholders.

B. General Policy

The College President shall develop the agenda for regular Board meetings in cooperation with the Board Chairperson. Requests for placing items on the agenda shall be given to the President in sufficient time to develop proper informational materials for the use of Board members.

No new business shall be transacted by the Board unless the items are placed on the agenda and relevant information has been delivered to the Board at least twenty-four (24) hours prior to each meeting; except that, upon the concurrence of a quorum of the Board members, new business items may be brought up for Board action without the twenty-four (24) hour notice and in accordance with ORS 192.640.

Order of Agenda

The order of business at meetings of the Board shall be:

- Call to Order
- Approval of Agenda
- Approval of minutes of previous meeting(s)

- Work and Information Session Topics
- Public Comments - Agenda
- Public Comments - Non-agenda
- Board Business / Vote on Consent and Non-Consent Items
- Reports (ASPCC, FFAP, FCE, Board)
- President's Reports and College Updates
- Adjournment
- Upon consensus of the Board members present, the Chairperson may deviate from this order of business.

C. Definitions

1. **Agenda:** The official, ordered list of business items, reports, and topics scheduled to be considered or acted upon during a Board meeting.
2. **Board of Directors: The governing body responsible for** overseeing college operations, policy adoption, and strategic direction.
3. **Consent Items:** Routine, non-controversial action items grouped together and approved in a single vote without separate debate, unless requested by a Board member.
4. **Consensus:** A collective, informal agreement among attending Board members permitting the Chairperson to adjust the meeting structure or sequence as needed.
5. **Chairperson (Chair):** The designated presiding officer of the Board authorized to manage meeting flow, enforce agenda rules, and exercise discretion to alter the order of business.
6. **New Business:** Policy actions, resolutions, or voting items brought before the Board for formal consideration.
7. **Non-Consent Items:** Substantive business matters or policy decisions that require individual presentation, discussion, and separate Board voting.
8. **Public Comment:** A designated period during the meeting for students, staff, faculty, and community members to address the Board directly on agenda or non-agenda matters.
9. **Order of Business:** The fixed sequence in which agenda topics are addressed during a Board meeting.
10. **Quorum:** The minimum number of Board members required to be present to conduct official business.
11. **Work and Information Sessions:** Designated meeting segments focused on in-depth presentations, briefings, and strategic discussions where no formal voting or binding board action occurs.

D. Roles and Responsibilities

List roles and responsibilities relevant to the policy and to subordinate policy documents, including procedures, guidelines, frameworks, plans or local protocols that nest beneath the policy.

1. Board Chair; Presides over meetings and enforces agenda order. Modifies agenda sequence during meetings upon Board consensus.
2. Board Members; Review agenda materials, vote on business items, and grant consensus for agenda adjustments.
3. President; Recommends agenda policy updates, delivers college reports, and ensures executive team preparation.
4. Board Coordinator; Compiles, posts, and distributes official agendas and compliance notices.
5. Representative Groups (ASPCC, FFAP, FCE); Submit and present constituent reports during the designated agenda segment.
6. Public Participants; Deliver public comments in accordance with established meeting rules.Role (Insert position title), Responsibility (Insert concise description of responsibility)

E. Authoritative References

1. ORS 341.283 (Organization; Meetings; Quorum; Rules): Grants community college boards of directors the explicit statutory authority to establish rules and bylaws governing their meeting procedures, agenda management, and order of business.
2. ORS 192.640 (Public Meetings Law – Public Notice Required): Mandates that public bodies give adequate notice of meeting times and places, along with a written agenda setting forth the subject matter to be considered.relevant accreditation standard(s)
3. Robert's Rules of Order Newly Revised (12th ed.): The underlying parliamentary manual for standard meeting proceedings, defining standard order of business, consent calendar adoption, consensus mechanics, and the Chair's authority to alter the agenda order.

F. Resources and Supporting Documents

1. Board Meeting Webpage
2. Public Comment Guidelines
3. PCC Strategic Themes Alignment Document

G. Administrative Details and Document Governance

1. Policy Advisor: Board Coordinator, Office of the President
2. Related Policy:
   a. BP 2010: Board Duties and Responsibilities
   b. BP 2310: Regular Meetings of the Board
   c. BP 2340: Agendas
   d. B202: Board Operations and Bylaws Procedure

3. Review: This policy will be formally reviewed triennially in May by the Board Coordinator, Office of the President, with revisions forwarded to the Office of the President through the President's Cabinet.
4. Latest Approval Date: October 17, 2024
5. Past Revisions:
   a. October 17, 2024 (Resolution 27-028): Policy amended to restructure the meeting order of business, relocating Work and Information Sessions higher on the agenda and consolidating public comment and report sections to improve meeting efficiency and public engagement.
   b. March 19, 2020 (Resolution 20-118): Policy updated to separate the Student Trustee role from the District Student Council Chair position under Board Operations and Bylaws.