

Board member requests that an item be withdrawn for individual consideration. The remaining items shall be adopted under a single motion and vote.

Members of the Board shall be given notice of regular and special meetings at least 72 hours prior to the scheduled time of the meeting and at least one hour prior to the time of an emergency meeting.

Notices of meetings of the Board shall be posted in a time frame and in a manner consistent with Texas Law.

Closed meetings shall be posted and held in accordance with the law. The Board may conduct a closed meeting when the agenda subject is one that may properly be discussed in closed meeting. [See BDA]

The order of business for regular Board meetings shall be as set out in the agenda accompanying the notice of the meeting. At the meeting, the order in which posted agenda items are taken may be changed by the Board Chairperson or by consensus of Board members present.

The Board shall observe the parliamentary procedures as found in _____, except as otherwise provided in Board procedural rules or by law. Procedural rules may be suspended at any Board meeting by majority vote of the members present.

Voting shall be by voice vote. The name of the person making the motion and the record of the vote shall be recorded in the minutes. A Board member voting against a motion may state his or her reasons and may have the reasons recorded in the minutes, if requested at the time of the voting.

Board action shall be carefully recorded by the Board clerk; when approved, these minutes shall serve as the legal record of official Board actions. The written minutes of all meetings shall be approved by vote of the Board and signed by the Chairperson and the Secretary of the Board. Minutes shall be succinct and their basic fo by voÄ afo

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The Chairperson of the Board shall also halt discussion if the Board has agreed to a time limitation for discussion of an item, and that time limit has expired. Aside from these limitations, the Chairperson of the Board shall not interfere with debate so long as members wish to address themselves to an item under consideration.