

PROCEDURE FOR <del>ESTABLISHING QUORUM AND VOTING</del>	
<b>Policy No:</b> 1.3-P	<b>Revision Number:</b> <del>0</del> -1 <b>Revision Date:</b> 0
<b>Effective Date:</b> 05/16/2023	<b>Revision Summary:</b> <del>implementation of new procedure updates to match Bylaws revisions</del>
<b>Responsible Official:</b> KCTCS Board of Regents	<b>References:</b> <a href="#">Board Bylaws</a> , <a href="#">KRS 164.321</a> , <a href="#">KRS 1640.340</a> , <a href="#">KRS 45A.340</a> , <a href="#">KRS 164.390</a> , and <a href="#">Board Policy 5.2</a>

## 1. Purpose

This procedure establishes the method for establishing a quorum for all meetings of the Board and its committees and sets rules regarding voting.

## 2. Scope

This procedure applies to all duly appointed and elected members of the KCTCS Board of Regents during their terms of service on the Board and any individuals appointed to serve on Board committees.

## 3. Procedure

All meetings of the Board and its committees shall be conducted in accordance with the current edition of Robert's Rules of Order, unless a Board policy, procedure, or bylaw conflicts. In that case, the Board policy, procedure, or bylaw shall prevail.

### 3.1 Meetings of the Board

- A. Meetings shall include regular, special, and emergency meetings as defined by state law.
- B. Meetings shall include those of the full Board as well as any and all committee meetings as established by authority of Chair, Executive Officers, or the full body of the Board.

### ~~3.2 Quorum~~

~~A quorum is established when a simple majority of the members of the Board are in attendance, through video teleconference or in person.~~

- ~~A. Transaction of Business: The Board may conduct business when at least eight members of the Board are in attendance.~~

~~B. Matters Before the Board Impacted by Vote Weight: No appropriation of money shall be made nor any contract that requires a disbursement of money shall be authorized, and no person shall be hired or terminated unless at least eight full votes are counted in favor of the action. Since faculty, staff, and student members carry half votes, it may require more than eight members to pass such motions.~~

~~C. Committees: Any committee of the board shall establish quorum when a simple majority of the Committee's voting members are in attendance.~~

### **3.23 Voting**

Unless otherwise contained in Board policy, procedure or bylaw, voting shall be conducted as follows:

- A. Consent Agenda: The ~~Policy and Planning Committee~~President and the Chair of the Board will establish the consent agenda for each Board of Regents meeting, to contain routine items that may all be passed by a single motion.
- B. Consensus Vote: For routine matters such as adjourning the meeting or approving the minutes that have been available for review prior to the meeting, the motion may pass by consensus, where no formal vote is taken, and lack of objection is considered an aye vote.
- C. Roll Call Vote: For action items before the Board or committee, a roll call vote shall be taken. Once a motion has been made and seconded, the Parliamentarian will conduct a roll call vote.
  - 1. All Regents shall be seen and heard when making a motion or casting a vote. Motions and votes shall not be counted if the Regent cannot be seen or heard.
  - 2. Votes shall be counted according to the weight specified in [KRS 164.321](#).

### **3.4 Recusal and Abstention**

Regents who recuse themselves or abstain from voting shall not be counted toward the quorum or the majority for that particular vote. The minutes of the meeting shall reflect the vote to recuse or abstain.

- A. Recusal: Pursuant to [KRS 45A.340](#), [KRS 164.390](#), and [Board Policy 5.2](#), if a Regent has or becomes aware of a conflict of interest, the Regent shall recuse himself from the discussion and any vote on the matter.

- B. Abstention: While voting is a duty of service to KCTCS, there may be instances where Regents do not feel they can properly and in good conscience carry out that duty. A vote to abstain is neither a vote for nor against the motion. When the Parliamentarian calls the Regent's name, that Regent will reply "abstain." The Regent may explain their vote, but a reason is not required.
- C. Motions: A Regent who makes a motion may not subsequently abstain or recuse from the vote if the original motion has not been amended.

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