

**LONE STAR COLLEGE SYSTEM DISTRICT**  
**BOARD POLICY MANUAL**  
**Fifth Edition**

Notice of Emergency Board Meetings or Agenda items is provided as required by the Texas Open Meetings Act.

The College gives Trustees notice and Agendas of regular and special Board Meetings at least one week in advance, or at least two hours before an Emergency Board Meeting.

**I.F.1.04. Time and Place**

The Board determines when and where it holds regular and special Board Meetings. Board Meetings are held in the Board Room of the Training and Development Center at 5000 Research Forest Drive, The Woodlands, Texas, 77381 unless otherwise noticed. Board Meetings are usually held on every month's first Thursday at 5:00 p.m., except in January when no regular Board Meeting is scheduled. The Board's practice is to open the meeting and immediately proceed to go into closed session. In no event, however, may the Board Chair reconvene the open session before 6:00 p.m. The Board may decide to meet at a different time, date, or place as long as proper notice is given under the Texas Open Meetings Act.

The Board Chair calls special Board Meetings at his or her discretion or upon the request of three or more Trustees.

*LSCS Policy Manual Section adopted by the Board of Trustees on May 4, 2017*

**I.F.1.05. Board Meeting Procedures**

Every Board Meeting is open to the public, except for Closed Sessions as provided by law. The Board does not guarantee a seat for everyone attending a Board Meeting, but some seats may be reserved for the media, staff, and individuals having business before the Board. Except for current Texas peace officers, a person may not carry a firearm openly or concealed at a Board Meeting.

The Board has nine Trustees. Regardless of any vacancies, five Trustees constitute a quorum for Board Meetings. A Board Meeting may not be convened without a quorum. Board Meetings are called to order by the presiding officer—the Board Chair, or the Board Vice-Chair in the Board Chair's absence. If both the Board Chair and Board Vice-Chair are absent at a Board Meeting, the Trustee with the longest continuous service as a Trustee shall serve as the presiding officer.

The Board acts by adopting or passing resolutions or orders. Any official Board action requires five affirmative votes. The Board votes during open session only. Board Meeting minutes record which Trustee moved and which Trustee seconded the motion. The Board adopts such rules, regulations, and bylaws as it deems advisable. The Board observes the parliamentary procedures in Robert's Rules of Order, Newly Revised. Robert's Rules of Order do not override the Board's policies and procedures. The Board may suspend procedural rules at any Board Meeting by majority vote.

At any given Board Meeting, the Board may only deliberate and/or act on subjects in that Board Meeting's Agenda. The Board may not respond to citizens' questions or comments on subjects not noticed in the Agenda. The Board can only respond by citing existing policies or factual