

ARTICLE IV

MEETINGS

- 4.1 Regular Meetings.** Meetings will normally be held in Boise, Idaho at a date and time determined by the Chair. No less than quarterly meetings will be held in a calendar year. Members may join a regular meeting by telephonic or other electronic means as deemed practical and at the discretion of the Chair or Manager; however, personal attendance is preferred.
- 4.2 Special Meetings.** Special meetings may be called by the Chair or Manager on an as needed basis. Special meetings may be held by telephonic or other electronic means as deemed practical at the discretion of the Chair or Manager.
- 4.3 Call and Notice.**
- A. Meetings. Reasonable notice of the time and place of meetings of the members shall be given to each member. Such notice need not specify the purposes, unless otherwise required by law or these bylaws or unless there is to be considered at the meeting amendments to these bylaws.
 - B. Reasonable and Sufficient Notice. It shall be reasonable and sufficient notice to send a member notice by mail, e-mail, facsimile or by telephone at least seven (7) calendar days before a meeting, addressed to such member at his or her usual or last known business address, e-mail address, fax number or telephone number. In such case that a special meeting is called, notice shall be as soon as practical.
 - C. Public Notice. Notice of the time and place of all meetings shall be in accordance with the Idaho Open Meeting Law as provided in chapter 2, title 74, Idaho Code.
- 4.4 Quorum.**
- A. Definition. A majority of appointed Board members shall constitute a quorum for all actions.
 - B. Determination of Quorum. Members may be present at a meeting either in person or by telephone, in accordance with Idaho Code § 74-203. If a quorum is not present at the scheduled time of the meeting, business may be provisionally transacted. Ratification of provisionally transacted business shall occur at such time as a quorum is present, or at the next regular meeting. If following the declaration of a quorum, Board members leave, no longer establishing a present majority, the quorum is lost.
- 4.5 Action by Vote.**
- A. The vote on any action required or permitted to be taken, shall be taken and recorded in open meeting as dictated by the Idaho Open Meeting Law. Each member, representing a particular agency shall have one (1) vote. When a quorum is present, a majority of the votes properly cast by members present shall decide any question, unless otherwise provided by law or these bylaws.

- B. The presiding officer shall abstain from voting until the quorum has cast their votes. If a tie should result with the presiding officer's vote, the presiding officer may abstain from voting or may cast a vote, which vote shall decide the matter.
- 4.6 Attendance.** Board members are expected to attend every meeting. In the event a Board member or representative cannot attend, the member shall notify the Board's Manager in a timely manner. Participation by telephonic or electronic means shall be deemed as actual attendance.
- 4.7 Proxies.** Members cannot vote by absentee ballot. Any member can send a representative to attend a meeting with approval by the Chair or Manager. The representative shall not be authorized to vote at the meeting and shall not be counted for the purpose of determining whether a quorum is present.
- A. A member's representative shall be from an equal or reasonably similar discipline, and where applicable, from the same organization as the member.
- B. A representative for the Judiciary member shall be recommended by the Chief Justice.
- C. Representatives shall be responsible for informing the member of meeting discussions and resulting actions.
- 4.8 Absences.** Two (2) consecutive absences without representation or three (3) absences within a six (6) month period of time shall trigger a review of the ability of the member to participate in the Board's duties and responsibilities. After review, the Chair shall have the option of asking the board member to resign and initiating the process to replace the Board member.
- 4.9 Executive Session.** The Board may conduct business in executive session in accordance with Idaho Code § 74-206.
- 4.10 Subcommittees.** Subcommittees shall meet on an as-needed basis. Recommendations of subcommittees shall be ratified by a majority of Board members at a regular or special meeting. These bylaws shall be amended as needed to incorporate subcommittee rules of order.
- 4.11 Minutes.** Minutes shall be kept of all regular and special meetings of the Board, and shall be approved at the next appropriate meeting. Minutes of all subcommittee meetings shall be kept.
- 4.12 Retention and Public Information.** The Board shall establish and carry out protocols for the retention of records maintained in the office of the Board. Requests for public information shall be processed in compliance with the Rules of the Board of Correction and the Idaho Public Records Act.