



POLICY 003 -- MEETINGS

Section 1. Parliamentary Authority. Robert's Rules of Order, newly revised, and Local Rules of Order shall govern the Board in its deliberations in all cases in which it is not inconsistent with statute, rules of the State Board, or these procedures. The Local Rules of Order are as follows:

1. A majority of the whole Board being present precisely at the hour to which the Board stands adjourned, the President shall take the chair, call the members to order, and proceed to business.
2. It shall be the duty of the President at all times to preserve order and to endeavor to conduct all business before the Board to a speedy and proper result.
3. The President may speak on points of order in preference to other members and shall decide questions of order, subject to an appeal to the Board of two members.
4. A motion made must be seconded and then repeated distinctly by the President or read aloud before it is debated and every motion shall be reduced to writing if the President or any member requires it.
5. Any member who shall have made a motion shall have liberty to withdraw it, with the consent of his/her second, before any debate has taken place thereon but not after debate is had without leave being granted by the Board.
6. A motion once voted down cannot be renewed at the same meeting of the Board without the consent of four members.
7. An amendment may be moved on any motion, and shall be decided before the original motion; but not more than one amendment to an amendment shall be entertained.
8. A motion for adjournment shall always be in order and shall be decided without debate, except that it cannot be entertained when the Board is voting on another question or while a member is addressing the Board.
9. No member's debate, in discussing any point, shall consume more than five minutes of time.
10. No member shall be interrupted while speaking unless s/he is out of order or for the purpose of correcting mistakes or misrepresentations.
11. No member in course of debate shall be allowed to indulge in personal reflections.

POLICY 003 -- MEETINGS (continued)

Section 1. Parliamentary Authority (continued)

12. If any member acts in any respect in a disorderly manner, it shall be the privilege of any member and the duty of the President to call him/her to order.
13. If any member considers himself/herself aggrieved by a decision of the Chair, it shall be his/her privilege to appeal to the Board, and the vote on such appeal shall be taken without debate.
14. Members shall not decline voting on any question without weighty reasons. The only two reasons recognized by this Board are (1) conflict of interest, (2) lack of information.
15. When the President has commenced taking a vote, no further debate or remarks shall be admitted, unless there has evidently been some mistake, in which case the mistake shall be rectified, and the President shall recommence taking the vote.
16. The first person recognized by the President as desiring to speak has a right to the floor.
17. Yeas, nays, and abstain are the only permissible ways to cast a vote. A member who abstains shall give a reason for his/her abstention.
18. Roberts Rules of Order shall govern this Board in any question not covered by these Rules.

Section 2. Quorum. A quorum shall be five (5) school directors present at a meeting. No business shall be transacted at a meeting without a quorum, but the directors at such a meeting may adjourn to another time.

Section 3. Presiding Officer. The President shall preside at all meetings of the Board. In the absence, disability, or disqualification of the President, the Vice President shall act instead; if neither person is present, a school director shall be elected President pro tempore by a plurality of those present to preside at that meeting only. The act of any person so designated shall be legal and binding.

Section 4. Notice. Notice of all public meetings of the Board shall be given by the publication of the date, place, and time of such meetings in the newspaper(s) of general circulation designated by the Board and the posting of such notice at the School District Administration Building, all school buildings, and district public libraries.

1. Notice of regular meetings shall be given by the publication and posting of a schedule showing the date, place, and time of all regular meetings for the fiscal year at least three days prior to the time of the first regularly meeting.
2. Notice of all special meetings shall be given by publication and posting of notice at least 24 hours prior to the time of the meeting, except that such notice shall be waived when a special meeting is called to deal with an actual emergency involving a clear and present danger to life or property.
3. Notice of all rescheduled meetings shall be given by publication and posting of notice at least 24 hours prior to the time of the meeting.

POLICY 003 -- MEETINGS (continued)

4. Notice of all public meetings shall be given to any individual or group who so requests and who provides a stamped, self-addressed envelope for such notification. Notice of all regular and special meetings of the Board shall be given to school directors by mail or telephone not later than three (3) days prior to the time of the meeting.

Section 5. Regular Meetings. Regular meetings of the Board shall be public and shall be held as scheduled on the calendar approved annually by the Board.

1. It shall be the responsibility of the Superintendent, who may consult with the Board President, to prepare an agenda of the items of business to come before the Board at each regular meeting. Individual Board members may submit agenda items at the committee-of-the-whole session for inclusion on the agenda if agreed to by either the Superintendent and the Board President or by a majority of the Board. The agenda, together with all such reports as can be completed, shall be provided each school director at least 24 hours prior to the meeting.
2. The order of business shall be as follows, unless altered by the chairperson or a majority of those present and voting.
 - . call to order
 - . opening exercises
 - . roll call
 - . Board President -- "Opening Remarks"
 - . Superintendent's Report
 - . Secretary/Business Manager's Report
 - . Public Comment
 - . Approval of Minutes
 - . Payment of bills
 - . Agenda items
 - . Financial items
 - . Personnel
 - . Other items
 - . Solicitor's Report
 - . Other Business
 - . Adjournment
3. Only those items discussed at the caucus session, unless deemed of an emergency nature by a Board majority of those in attendance, may be voted on at the regular meeting.

Section 6. Special Meetings. Special meetings shall be public and may be called for special or general purposes. All regular or special meetings shall be open to the press.

1. The President may call a special meeting at any time and shall call a special meeting upon the presentation of requests in writing of three school directors. Upon the President's failure or refusal to call a special meeting, such meeting may be called at any time by a majority of the school directors. The order of business shall be as follows unless altered by the chairperson or a majority of those present and voting:

POLICY 003 -- MEETINGS (continued)

Section 6. Special Meetings (continued)

- . Call to order
- . Roll call
- . Announcement
- . Reading of notice of meeting
- . Transaction of business for which meeting was called
- . Adjournment

Section 7. Public Comment. A member of the public present at a meeting of the Board may address the Board in accordance with the Board's rules. The Board desires the citizens of the district to attend its meetings to: (1) become better acquainted with the operation and programs of the district, and (2) express their interests, concerns, and ideas.

In order to permit the public to be heard at its meetings as well as conduct its meetings properly and efficiently, the Board adopts the following rules and procedures regarding public participation at Board meetings:

1. Anyone desiring to speak before the Board, representing either him/herself or a group shall be granted an audience not to exceed ten (10) minutes except at the discretion of the Board President. Each speaker must properly place his/her name, address, telephone number, topic to be addressed, name of group he/she represents, and approximate time requested on the Board Sign-In-Sheet.

The total time of remarks for the public shall not exceed sixty (60) minutes.

2. The Board President shall be responsible for recognizing the speaker. The speaker shall give his/her name, address, and the group (if any) he/she is representing.
3. Speakers may offer such objective criticisms of school operations and programs as concern them. Staff members and district personnel wishing to present staff concerns before the Board may do so provided the individual or group has gone through all administrative channels established for hearing and handling staff viewpoints, complaints, grievances, and ideas. A staff member may be heard by the Board as a citizen when the subject he/she desires to present to the Board concerns his/her role as a parent, concerned citizen, or taxpayer, not his/her role as a staff member.
4. Questions asked by the speaker that require information shall be answered by the Board President or referred to another Board member or staff member for immediate reply. Questions or statements requiring investigation shall be referred to the Superintendent for later response. Requests or questions requiring Board action shall be deferred for later consideration by the Board.
5. Individuals wishing to distribute written material to the Board must submit such to the Secretary of the Board or Superintendent of Schools at least one week in advance of the meeting.
6. A Board member shall not be permitted to speak as a member of the audience.

The Board vests in its President or other presiding officer the authority to terminate the remarks of any individual not adhering to the above rules. The public will not be recognized by the President or other presiding officer as the Board conducts its official business.

POLICY 003 -- MEETINGS (continued)

Section 8. Minutes. The Board shall cause to be made and retained as a permanent record of the district, minutes of public meetings of the Board. Said minutes shall be comprehensible and complete and shall show:

- . the date, place, and time of the meeting
- . the names of members present
- . the presiding officer
- . subjects considered
- . actions taken
- . recorded votes of those present, but not including members of the public
- . the names of all citizens who appeared officially and the subject of their testimony

The minutes of Board meetings shall be approved at the next succeeding meeting. The approved minutes shall be signed by the Secretary of the Board.

Section 9. Adjournment. The Board may at any time recess or adjourn to an adjourned meeting at a specified date and place upon the majority of those present and voting. The adjourned meeting shall take up its business at the point in the agenda where the motion to adjourn was acted upon. Notice of the rescheduled meeting shall be given as provided in Section 4.3.

Section 10. Executive Session. The Board may hold an executive session which is not an open meeting before, during, at the conclusion of an open meeting, or at some other time. The presiding officer shall announce the reason for holding the executive session. The announcement can be made at the open meeting prior to or after the executive session. The Board may discuss the following matters in executive session:

1. employment issues
2. labor relations
3. the purchase or lease of real estate
4. consultation with an attorney or other professional advisor regarding potential litigation or identifiable complaints which may lead to litigation
5. conferences

The Superintendent shall attend all executive sessions, except when he/she is the topic of discussion.

Section 11. Board Work Sessions. The Board may meet by approved committee or as a committee-of-the-whole to discuss issues to be acted upon at a subsequent regular or special meeting of the Board, except that no action may be taken.

1. A meeting of the committee-of-the-whole, not regularly scheduled, may be called at any time by the President; the President shall call such a meeting when requested to do so by five (5) school directors.
2. The Secretary shall provide notice of a meeting of the committee-of-the-whole or approved Board Committee as per the notice provisions of these procedures.
3. Unless held as an executive session, committee-of-the-whole sessions or approved Board Committee meetings are open to the public.

POLICY 003 -- MEETINGS (continued)

Section 12. Bylaws of the Board

President of the Board Duties. Basically, the duties of the Board President are:

1. to preside at all meetings.
2. to call special meetings as needed or as requested in writing by three (3) members of the Board.
3. when directed by the Board, to sign together with the Secretary any and all deeds, contracts, warrants to tax collectors, reports, and other papers pertaining to the business of the Board.
4. upon Board approval, to sign orders on the treasurer for payment of bills and accounts; to do this only upon official Board action (with certain exceptions).

In exercising his/her duties as presiding officer of the Board, the President shall:

1. consult with the Superintendent in his/her planning of Board agenda.
2. confer with the Superintendent on crucial items occurring between Board meetings.
3. be spokesperson for the Board at all times except when this responsibility is specifically delegated. He/She shall give due consideration to the Board's feeling for the matter at hand.
4. carry out official actions of the Board at all times.
5. represent the Board in deliberations with other boards, districts, or agencies unless the Board designates another member.
6. be responsible for the orderly, efficient, and effective conduct of all Board meetings. In doing this he/she shall:
 - A. at the appointed time, call the meeting to order.
 - B. supervise the agenda and announce the business coming before the Board as it comes up on the agenda.
 - C. enforce the Board's policies regarding the order of business and public participation.
 - D. recognize those desiring to speak and stop interference with the speaker.
 - E. explain motions as necessary.
 - F. permit only discussion regarding the question when a motion is before the Board.
 - G. when necessary refer parliamentary and legal questions to the Board solicitor.
 - H. put motions to a vote, and clearly state the result.
 - I. have the right to call a reasonable recess.

The President shall have the right to offer resolutions, discussion questions, and vote.

Vice-President of the Board Duties - In the absence of the President, the vice-president shall:

1. preside at all meetings.
2. call special meetings whenever requested by any three (3) Board members.
3. when directed by the Board, execute any and all deeds, contracts, warrants to tax collectors, reports, and other papers pertaining to the business of the Board.
4. perform all other duties imposed on the President.

The Board may authorize the vice-president, upon the request of the President, to sign checks or vouchers for the payment of current expenses and salaries.

POLICY 003 – MEETINGS (continued)

Board Member Duties:

1. Individual members of the Board shall at all times refrain from acting in an administrative capacity.
2. Except when acting in an official capacity, at the direction of the Board, individual members of the Board shall refrain from all untoward interruptions of school district personnel engaged in the performance of their respective duties.
3. Recognition must be given to the fact that the efficient and effective operation of an educational system is dependent upon a cohesive, cooperative, and consistent working relationship; as well as a harmonious communication of the Board and the central administrative staff, headed by the Superintendent who was elected as the educational leader. The administrative team certainly wants to cooperate and provide leadership service to the Board, but in an orderly and efficient manner. It is physically, educationally, and administratively impossible to service the everyday verbal and written requests of all nine (9) Board members.

This cannot be the priority of the administrative team since the ongoing educational program of the school system from day to day, week to week, requires constant effort and full-time involvement and participation.

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