MEETING PLACE

Unless otherwise provided in the notice for a meeting, Board meetings shall be held at Harlingen CISD Administration Building.

MEETING TIME

Regular meetings of the Board shall be held on the second Tuesday of each month at 7:00 p.m. When determined necessary and for the convenience of Trustees, the Board President may change the date or time of a regular meeting. The notice for that meeting shall reflect the changed date or time.

SPECIAL OR EMERGENCY MEETINGS

The time and place of special and emergency meetings shall be as set out in the notice for the meeting.

The President of the Board shall call special meetings at the President's discretion or on request by three members of the Board.

The President shall call an emergency meeting when it is determined by the President or three members of the Board that an emergency or urgent public necessity, as defined by law, warrants the meeting.

AGENDA

DEADLINE

The deadline for submitting items for inclusion on the agenda is noon of the fourth calendar day before regular meetings and noon of the fourth calendar day before special meetings.

PREPARATION

In consultation with the Board President, the Superintendent shall prepare the agenda for all Board meetings. Any Trustee may request that a subject be included on the agenda for a meeting, and the Superintendent shall include on the preliminary agenda of the meeting all Trustee-requested topics that have been timely submitted.

Before the official agenda is finalized for any meeting, the Superintendent shall consult the Board President to ensure that the agenda and the topics included meet with the President's approval. In reviewing the preliminary agenda, the President shall ensure that any topics the Board or individual Trustees have requested to be addressed are either on that agenda or scheduled for deliberation at an appropriate time in the near future. The Board President shall not have authority to remove from the agenda a subject requested by a Trustee without that Trustee's specific authorization.

NOTICE TO MEMBERS

Members of the Board shall be given notice of regular and special meetings as soon as the Superintendent has knowledge of the meeting, but in no event shall notice to members be less than 72 hours prior to the scheduled time of the meeting. Members shall be advised of an emergency meeting as soon as the Superintendent has knowledge of the meeting, but in no event shall notice to members be less than two hours prior to the time of an emergency meeting.

CLOSED MEETING

Notice of all meetings shall provide for the possibility of a closed meeting during an open meeting, as provided by law. [See BEC]

The Board may conduct a closed meeting when the agenda subject is one that may properly be discussed in closed meeting. [See BEC]

ORDER OF BUSINESS

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 consensus of Board members.

RULES OF ORDER

The Board shall observe the parliamentary procedures as found in *Robert's Rules of Order, Newly Revised,* 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

Voting shall be by voice vote or show of hands, as directed by the presiding officer. Any member may abstain from voting provided that the member deems a vote to be a conflict of interest, and a member's vote or failure to vote shall be automatically recorded in the minutes of the meeting. [See BDAA(LOCAL) for the Board President's voting rights]

CONSENT AGENDA

When the agenda is prepared, the Board President shall determine items, if any, that qualify to be placed on the consent agenda. A consent agenda shall include items of a routine and/or recurring nature grouped together under one action item. For each item listed as part of a consent agenda, the Board shall be furnished with background material. All such items shall be acted upon by one vote without separate deliberation, discussion excepted, unless a Board member requests that an item be withdrawn for individual consideration. The remaining items shall be adopted under a single motion and vote.

MINUTES

Board action shall be carefully recorded by the recording secretary of the meeting; 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 President and the Secretary of the Board.

The official minutes of the Board shall be retained on file in the office of the Superintendent and shall be available for examination during regular office hours.

DISCUSSIONS AND LIMITATION

Discussions shall be addressed to the presiding officer of the meeting and then the entire membership. Discussion shall be directed solely to the business currently under deliberation, and the presid-

ing officer shall halt discussion that does not apply to the business before the Board.

The Board President 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 President shall not interfere with debate so long as members wish to address themselves to an item under consideration.

BROADCAST OF BOARD MEETINGS

Regular Board meetings shall be videotaped for broadcast on KHGN. Special Board meetings may be videotaped for broadcast on KHGN at the request of the Board or the administration and upon approval by a majority of the Board. The District's television station shall broadcast the video recordings no later than two business days after the Board meeting and no less than two times a week for a period of two weeks.

All videotapes shall be under the control of the administration and the Board. The Board authorizes the Superintendent or designee to edit portions of a video recording taken during a Board meeting that contain obscenity or other objectionable material.

RETENTION OF VIDEO RECORDINGS OF BOARD MEETINGS

The video recordings of the regular Board meetings shall be retained for 90 days after the approval of the written minutes of the meeting.

PUBLIC ACCESS TO VIDEO RECORDINGS

The public shall be encouraged to record at home a free copy of the regular Board meeting, which will be subject to normal and customary copyright restrictions. The public may purchase video recordings of regular Board meetings available at the District's television station according to the District's policies and procedures. A cost of $20 for each copy of a videotape or DVD shall apply if the District supplies the tape or DVD. A cost of $10 for each copy shall apply if the requestor supplies the videotape or DVD. [See GBAA]

Only DVDs or videotapes that meet the District's quality standards, as determined solely by District staff, shall be accepted. Because regular Board meetings may extend beyond the available space on a single videotape or DVD, a request for a copy of the recording shall include all videotapes or DVDs used in the recording process, priced at the rate described above for each videotape or DVD.