

BOARD MEETINGS

BE
(LOCAL)

Meeting Place and Time

The notice for a Board meeting shall reflect the date, time, and location of the meeting.

Regular Meetings

Regular meetings of the Board shall normally be held on the last Thursday of each month. When determined necessary and for the convenience of Board members, the Board President may change the date, time, or location of a regular meeting with proper notice.

Special or Emergency Meetings

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

The Board President shall call an emergency meeting when it is determined by the Board President or two 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 the third calendar day before any meeting.

Preparation

In consultation with the Board President, the Superintendent shall prepare the agenda for all Board meetings. The Board President or any two Board members 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 topics that have been timely submitted by two Board members or the Board President.

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 Board President's approval. In reviewing the preliminary agenda, the Board President shall ensure that any topics he or she, the Board, or any two Board members 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 two Board members without the Board members' specific authorization.

Notice to Members

Members of the Board shall be given notice of regular and special meetings at least 72 hours prior to the scheduled time of the meeting and at least one hour 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, in accordance with law.

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, electronic vote, or show of hands, as directed by the Board President. Any member may abstain from voting, and a member's vote or failure to vote shall be recorded upon that member's request. [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 discussion, 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 Board Secretary or clerk; 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 Board President and the Board Secretary.

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 Board President and then the entire membership. Discussion shall be directed solely to the business currently under deliberation, and the Board President 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 Board President shall not interfere with debate so long as members wish to address themselves to an item under consideration.

**Recording Board
Meetings**

The Board encourages the press, the broadcast media, and all interested individuals to attend Board meetings and to record all or any part of the open proceedings. To this end, the District and its staff shall seek to facilitate all reasonable requests related to recording activities. In accomplishing these goals, the Board does not intend to prevent or unreasonably impair recording; however, persons using any means of aural or visual reproduction shall abide by the following rules at all Board meetings:

1. All equipment that requires setup must be assembled at least 15 minutes before the meeting is scheduled to start.
2. If electrical equipment is being used, the operator of the equipment shall utilize the electrical outlets along the back wall of the Board room and shall remain in that area during the recording, in an effort to prevent trips or falls.
3. No strobe or flash lighting or other bright lights that would impair the conduct of the meeting shall be used unless approval has been obtained from the Board President or the Superintendent before the meeting.
4. The Board proceedings must not be interrupted for the purpose of accommodating anyone's audio or video recording. Any interviews during meetings must be conducted outside of the meeting chamber.
5. The presiding officer at the meeting may stop the aural or visual reproduction if the person operating the equipment or the equipment itself is disrupting or in any way interfering with the orderly conduct of the Board meeting or blocking aisles or other means of entrance to or exit from the Board room.
6. Stationary equipment that requires setup shall not be taken down during the course of the meeting but may be removed during a recess or after the meeting has ended.

No recording equipment shall be allowed in a closed meeting, except as provided in Government Code 551.103, or as otherwise authorized by the Board.