

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 third Thursday of each month at 7:00 p.m. When determined necessary and for the convenience of Trustees, 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 Trustees.

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

Agenda

Deadline

The deadline for District personnel, other than the Superintendent, to submit items for inclusion on the agenda is the sixth day before regular meetings and the third day before special meetings.

Trustees and the Superintendent shall submit items for inclusion on the agenda within a time frame sufficient enough to allow for the preparation of a preliminary agenda, preparation of the official agenda, and notification of the agenda to be provided to all Trustees and posted in accordance with law. Any submissions made within 72 hours of an already scheduled meeting shall not be included unless the item or subject meets the definition of emergency or urgent public necessity as described in law.

Preparation

In consultation with the Board President, the Superintendent shall prepare the agenda for all Board meetings.

Any two Trustees may request in writing to the Superintendent and Board President that a subject be included on the agenda for a meeting, and the request shall be accompanied by a brief summary of the submission. The Board President may act as a "second" in regards to submitting items for the agenda; if the Board President serves as one of the two Trustees submitting an item for inclusion, the Board President shall direct the Superintendent to include the item on the preliminary agenda. The Board President shall also have the authority to direct the Superintendent to include on the preliminary agenda any item he or she wishes to be included; a "second" shall not be required in this circumstance.

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 at least two

Trustees have timely 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 at least two Trustees without specific authorization from those Trustees.

Notice to Trustees Trustees 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 Trustees.

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 Trustees present.

Voting Voting shall be by voice vote or show of hands, as directed by the Board President. Any Trustee may abstain from voting, and a Trustee's vote or failure to vote shall be recorded upon that Trustee'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 Trustee 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 the Trustees wish to address themselves to an item under consideration.