

**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 Wednesday of each month beginning at 6:00 p.m. at the District Boardroom, the District Student Activity Center, or a District campus as designated by the Board President. 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.

Upon receipt of such a request, the Board President shall hold the special or emergency meeting no later than the next regularly scheduled Board meeting.

**Business and Instructional Committees**

The meetings for the standing business committee and the standing instructional committee shall normally be held on the second Tuesday of each month beginning at 6:00 p.m. at the District Boardroom, the District Student Activity Center, or a District campus as designated by the Board President. When determined necessary and for the convenience of Board members, the Board President may change the date, time, or location of a business committee meeting or an instructional committee meeting with proper notice.

**Agenda**

All Board member-requested agenda items shall be discussed and considered at the business or instructional committee meetings prior to the inclusion of the items on the Board's regular and/or special meeting agenda. Agenda items that are not discussed and considered at the business or instructional committee meetings shall not be placed on the agenda unless approved by the Board President and as requested by three Board members when exigent or special circumstances exist.

**Deadline**

The deadline for submitting items for inclusion on the agenda is the sixth calendar day before regular meetings and the sixth calendar day before special meetings to allow the administration time to prepare documentation unless exigent or special circumstances exist, in which case three Board members may request that an item be added to the agenda within three calendar days of the regular or special called meeting.

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| Preparation              | <p>In consultation with the Board President, the Superintendent shall prepare the agenda for all Board meetings. The Superintendent shall have the authority to request items to be included on an agenda for a special or regular Board meeting. Board members must submit a request to the Board President or Superintendent that a subject be included on the agenda for a meeting. Board members may submit an agenda item request via counsel.</p> <p>Before the official agenda is finalized for the regular Board 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 the Board or any two Board members have requested are placed on the instructional or business meeting agenda. The Board President shall ensure that any topics the Board requests to be addressed are included on the agenda of the next regular monthly Board meeting following the submission of the request. If the item cannot be included on the agenda for the next Board meeting following the request, the item shall be included on the agenda for the regular Board meeting the following month. The Board President shall not have authority to remove from the agenda a subject requested by two Board members without specific authorization from those Board members.</p> |
| <b>Notice to Members</b> | <p>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.</p>  |
| <b>Closed Meeting</b>    | <p>Notice of all meetings shall provide for the possibility of a closed meeting during an open meeting, in accordance with law.</p> <p>The Board may conduct a closed meeting when the agenda subject is one that may properly be discussed in closed meeting. [See BEC]</p>   |
| <b>Order of Business</b> | <p>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.</p>   |
| <b>Rules of Order</b>    | <p>The Board shall observe the parliamentary procedures as found in <i>Robert's Rules of Order, Newly Revised</i>, 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.</p>   |
| Voting                   | <p>Each Board member's vote, or failure to vote, shall be recorded in the following manner:</p>  |

1. Unanimous, when all vote "aye."
2. Names of persons who vote "aye."
3. Names of persons who vote "nay."
4. Names of persons abstaining.

If at a regular meeting a motion ends in a tie vote, only by a majority vote of all members present can this motion be considered in a second regular meeting.

**Consent Agenda**

When the agenda is prepared, the committee chairpersons shall recommend to the Board President and Superintendent items 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 by one vote of the Board.

**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.

Board members shall silence or turn off all electronic devices, including pagers and cellular phones, during all portions of the meeting.