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

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 Board members, the Board President may change the date, time, or location of a regular meeting with proper notice.

In addition to regular monthly Board meetings, the Board may also hold special meetings, public hearings, work sessions, specific committee meetings, and emergency meetings. All Board policy committee meetings shall be held at the Round Rock High School Lecture Hall.

The Board President may call special meetings. The Board President shall call a special meeting at the request of two members of the Board. Special meetings shall be called when, due to the requirements of action by the Board, it does not appear that a matter requiring action may be dealt with in a regular Board meeting. Special meetings may also be called for the convenience of the public in order to allow the Board to decide specific items in a timely manner.

Public hearings may be called by the Board President or upon the request of two members of the Board when it appears helpful to the Board to receive extended public input on a particular subject. The procedure for public participation during a public hearing will be established and announced at the time the public hearing is called and at the start of the public hearing.

Work sessions may be scheduled by the Board President or upon the request of two members of the Board as separate meetings or in connection with other meetings. Work sessions may be scheduled when a particular item under consideration by the Board requires extensive discussion between the Board, administration, and other employees of the District. No action will be taken during work sessions. The work sessions will be conducted in such a manner so as to allow full discussion by the Board and District personnel in attempting to arrive at a future decision by the Board.

Emergency meetings may be called by the Board President or upon request of two members of the Board when an emergency or public necessity exists so that a decision cannot be postponed until a special or regular meeting, as defined by law. [See BE(LEGAL)]

The following applies for placement of items on the agenda:

1. When a Board member requests that a subject be included on the agenda for a meeting, the request shall be made in writing.
to the Board President and the Superintendent. The Board President shall reply with an approval or a denial in writing. If the Board President approves the request, the Superintendent shall include the requested subject on the agenda. If the request is denied by the Board President, the Board member may bring the request to the entire Board using the provisions at item 2, below.

2. Upon the call for future agenda items at the conclusion of Board meetings, items shall be placed on the agenda only if a consensus of the Board agrees to place the item on the agenda.

3. The deadline for submitting items for inclusion on the agenda is the eighth calendar day before regular meetings and the third day before special meetings. The notice of any emergency addendum to the agenda must be posted at least two hours before the meeting.

4. The final agenda, with accompanying synopses and documentation, shall be presented to the Board on the Friday prior to the scheduled Board meeting.

Notice to Members

Members of the Board shall be given notice of all meetings except emergency meetings at least 72 hours prior to the scheduled time of the meeting and at least 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, 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 Board intends to give all citizens an opportunity to participate in the discussion of public business being considered and decided by the Board. In order to provide full information and the right of participation to the public, the order of business for regular Board meetings shall be as follows:

1. Call to order.
2. Pledge of allegiance.
3. Adoption of minutes.
4. Recognitions and introductions (limited to 30 minutes).
5. Public communications regarding items not on the agenda.

At each regular meeting, the Board will set aside 20 minutes to afford the general public an opportunity to speak to the
Board on any matter concerning the education of students and the business of the Board that is not listed on the Board agenda. [See BE(LOCAL) for rules and procedures for communications regarding items not on agenda]


7. Items for discussion only.

8. Consent items:
   - Public participation on consent items.
   - Removal of any consent item as requested by any Board member.


10. Public communications regarding items not on the agenda (continued from item 5).

11. Board announcements and requests for future agenda items.


The order of business may be changed by the presiding officer with the consensus of members present.

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

When an agenda action item is reached by the Board during a regular meeting, the following procedures shall be followed:

1. The presiding officer shall announce the item to be considered.

2. The Superintendent, another administrator, or a Board member may make a presentation of the item to the Board and the public.

3. A motion and a second may be taken to place the item on the floor for discussion.

4. Board members may ask clarifying questions.

5. The members of the Board may discuss the item under consideration. Other motions by the Board shall be appropriate at any time.

6. Public participation shall be governed by a separate procedure for public comments. In order to give members of the public an opportunity to appear before the Board to state their views, public comments on action items on the Board agenda shall be invited and encouraged. Each member of the public
who wishes to speak to the Board at a regular meeting shall sign up on a form provided by the Board. Forms will be available one hour before the meeting is scheduled to begin. This form must be completed and submitted on the day of the meeting before the scheduled time listed in the agenda for the meeting to begin. Each person shall be permitted to make a three-minute presentation to the Board. This limitation is necessary in order to give all interested members of the public an opportunity to be heard. A member of the public who is speaking for a group or for several persons shall be encouraged to act as a spokesperson and, during the spokesperson’s presentation, give credit to others in the audience who may hold the same or similar views. A spokesperson shall be given up to five minutes to make the group’s presentation. At least three group members must be present and identified in order for a speaker to be allowed five minutes. No person shall be allowed to exchange his or her time with another person. Under special circumstances, the Board may alter the time period. [See BED]

7. At the conclusion of discussion by the members of the Board, the presiding officer shall call for a vote on the motion.

8. No item will be acted upon by the Board at any meeting unless the item is listed on the agenda as an action item for that meeting and is posted in time and at a place specified by law.

9. The Board shall follow the current edition of Robert’s Rules of Order, Newly Revised, except as otherwise provided in these rules and regulations or by statute. The Board may appoint a parliamentarian who shall advise the presiding officer of the Board on proper procedure and the method of following these rules and regulations and applicable state law.

Voting

Voting shall be by voice 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. [See BDAA(LOCAL) for the Board President’s voting rights]

Minutes

Board action shall be 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 and posted on the District’s website.
Discussions and Limitations

Discussions shall be addressed to the Board and/or the Superintendent and shall be directed solely to the business currently under deliberation. The Board President may halt discussion that does not apply to the business before the Board.

The Board President may 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.

The Board shall not permit comments on individual personnel in public session, which would violate Board policy. The Board shall not permit comments on individual students in public session, which would violate Board policy.

Guidelines for Recording and/or Videotaping

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

1. All equipment that requires setting up must be assembled at least 15 minutes prior to the start of the meeting.

2. No strobes, flash lighting, or other bright lights that would impair the conduct of the meeting shall be used, unless approval has been obtained before the meeting.

3. No person videotaping or recording Board meetings shall be allowed to walk behind or in front of the Board dais once proceedings have begun. Individuals shall not be within three feet of the dais once proceedings have begun.

4. The Board proceedings shall not be interrupted for the purpose of accommodating any individual’s camera coverage or tape recording. Any interviews during meetings shall be conducted outside the meeting chamber.

5. The presiding officer at the meeting may stop the sonic or visual reproduction if the individual operating the equipment or the equipment itself is being disruptive or in any way interfering with the orderly conduct of the Board meeting.

6. Stationary equipment that requires set-up shall not be taken down during the course of the meeting but may be removed during a recess or after the meeting is over.
7. No tape recorder or video camera shall be allowed in closed meetings, except as may be authorized by the Board.