

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 shall be held at select campuses in the District unless otherwise noted on the notice to the public.

Regular Meetings

Regular meetings shall begin with time for public comment in accordance with Board requirements at BED(LOCAL). Regular meetings of the Board shall normally be held on the second Tuesday of each month at 6:30 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.

Special Circumstances and Notice to Board Members

In special circumstances, as determined by the Board President and Superintendent, the place, date, and/or time of a regular meeting may be temporarily changed. The notice for that meeting shall reflect the changed date, time, and/or place, and all Board members shall be provided with notice of such change(s) via telephone, voice mail messages, or other reliable means.

Special or Emergency Meetings

The Board President shall call special meetings at the 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 fifth working day before regular meetings and the third calendar day before special meetings. With approval from the Board President or the Superintendent, items of a legal nature may be submitted later when considered necessary or in the best interest of the District, but such items must be submitted in time to include them on an agenda for which notice to the public is posted at least 72 hours before a regular or special meeting or at least two hours before an emergency meeting.

Preparation

In consultation with the Board President, the Superintendent shall prepare the agenda for all Board meetings. 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 at least two Board members.

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 the Board or at least two individual

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Board members have requested to be addressed are either on that agenda or scheduled for deliberation at an appropriate time in the near future. Except as otherwise indicated by this policy, the Board President shall not have authority to deny from inclusion on an agenda a subject requested by at least two Board members without those 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 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.

As conditions warrant and in accordance with the Open Meetings Act, the Board may recess to executive session, which shall be open only to those individuals specified by the Board.

An executive session may be called by the Board President or a majority of Board members.

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 Board President. All motions shall be carefully recorded, showing the names of those who made motions and those who seconded them, and the outcome of the vote. At the request of any member, the minutes shall reflect his or her vote as for or against the motion. 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 and/or other action

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items about which the Board members present at the meeting unanimously agree shall be placed on the consent agenda. For each item listed as part of a consent agenda, the Board shall be furnished with background material. Agenda items not previously shown as consent agenda items may be placed on the consent agenda by unanimous vote of the Board members present. All consent agenda 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.