

**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 fourth Tuesday of each month at 7:00 p.m. Work/study meetings of the Board shall normally be held on the third Tuesday 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 or work/study meeting with proper notice.

Special or  
Emergency  
Meetings

The time and place of special and emergency meetings shall be as set out in the notice for the meeting.

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 Preparation**

The agenda shall be prepared by the Superintendent with the advice and assistance of the Board President.

The agenda shall consist of the following sections:

1. Introductory and routine items.
2. Action items.
3. Discussion items.
4. Information items.

The Superintendent shall develop enclosures including reports, data, information, and communications to keep members of the Board properly informed of the status and progress of the school program and substantiate recommendations concerning agenda items.

Prior to each regular meeting, the Superintendent shall prepare specifically designed information folders and shall distribute them to each Board member in ample time for study and homework attention before the meeting. These folders shall contain the agenda and all supporting enclosures.

In addition, the Superintendent shall prepare extra agenda copies and such background materials for each meeting as deemed necessary and desirable for distribution to members of the audience at

each meeting. The Superintendent shall also prepare special folders of information, including the agenda and supplementary materials, for representatives of the press in attendance at each meeting.

**Agenda Deadline**

The deadline for submitting items for inclusion on the agenda is the seventh calendar day before the work/study. Items for the regular meetings are due the day after the work/study.

**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, as provided by law. [See BEC]

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.

**Meeting Format**

The Board President shall be thoroughly familiar with the agenda prior to each meeting and shall understand the shape and tone of each meeting keeping its image clearly before the Board and audience at all times.

The Board President shall direct the meeting in such a manner as to focus on main issues, explore the consequences of various choices, and encourage pointed discussion when it starts going around instead of ahead. The presiding officer shall move through the agenda in an orderly fashion as rapidly as reasonably feasible. Well-planned and well-conducted meetings shall see all routine and action items completed promptly. Delegations and special requests shall be heard at the appropriate time and in a very prompt, businesslike manner.

**Discussion and Limitation**

The Board President shall conduct the Board meetings primarily to get action and member discussion. The purpose of the meetings shall not be primarily for the purpose of hearing the public. Discussions by the Board members shall be made to the whole group by

having the member first address the Board President, then the entire membership in an audible voice.

The Board President shall stop any discussion that does not apply to the motion under consideration and may also stop the discussion of a matter if the Board has previously agreed to confine the discussion to a definite period of time, and that period of time has been utilized and/or as otherwise required by law. 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.

**Quorum and Voting Procedures**

A majority of the members of the Board—four members—shall constitute a quorum for the legal transaction of business for the District, even if two members have vacated their offices.

Voting

Voting shall be by voice vote or a show of hands, as directed by the Board President or as determined by a majority vote of the Board. The number of “Ayes” and “Nos” on each motion shall be recorded in the minutes, and, upon request, a member’s vote or failure to vote shall be made a matter of record in the minutes of the meeting. All members shall vote or officially abstain on each motion. The Board President shall have a vote on each and every motion.

Consent Agenda

When the agenda is prepared, the Board President shall determine 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.

**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.