

BOARD MEETINGS

BE  
(LOCAL)

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| <b>Meeting Place and Time</b>        | The notice for a Board meeting shall reflect the date, time, and location of the meeting.  |
| <b>Regular Meetings</b>              | Regular meetings of the Board typically are scheduled on the first Monday of each month at 6:00 p.m. The Board office shall develop an annual calendar for regular Board meetings. 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.   |
| <b>Special or Emergency Meetings</b> | <p>The Board President shall call special meetings at the Board President's discretion or on request by three members of the Board.</p> <p>The Board President shall call an emergency meeting when it is determined by the Board President or three members of the Board that an emergency or urgent public necessity, as defined by law, warrants the meeting.</p>   |
| <b>Agenda</b>                        | In consultation with the Board President, the Superintendent shall prepare the agenda for all Board meetings. Any Board member may request that a subject be included on the agenda for a meeting in accordance with Board operating procedures. The Superintendent shall include on the preliminary agenda of the meeting all topics that have been timely submitted by a Board member in accordance with Board operating procedures.   |
| Preparation                          |  |
| Consent Agenda                       | The Superintendent, in consultation with 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such items shall be acted upon by one vote without separate discussion, unless a Board member requests that an item be withdrawn for individual consideration. The remaining items shall be adopted under a single motion and vote. |
| <b>Notice to Members</b>             | 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.   |
| <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>   |

**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 the Board President unless a majority of the Board votes to retain the order listed on the agenda.

**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. 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 carefully recorded by the Board Secretary or Administrative Manager, Board of Trustees. When approved, the 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 in the same manner as other public information.

**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.