

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 Monday of each month at 5:30 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 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.

Agenda

Deadline

The deadline for submitting items for inclusion on the agenda is the tenth calendar day before regular meetings and the tenth calendar day before special meetings.

Preparation

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, and the Superintendent shall include on the preliminary agenda of the meeting all topics that have been timely submitted by a Board member.

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 individual Board members have requested to be addressed are either on that agenda or scheduled for deliberation at an appropriate time in the near future. The Board President shall not have authority to remove from the agenda a subject requested by a Board member without that Board member's specific authorization.

The agenda may consist of the following sections:

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

The Superintendent shall develop enclosures, e.g., reports, communications, and other related data or information, to keep members of the Board informed of the status and progress of the school program and to substantiate recommended agenda items.

Prior to each regular meeting, the Superintendent shall prepare and distribute BoardBook agendas to each Board member, allowing ample time for study and homework attention before the meeting. This information shall contain the agenda and all supporting enclosures/attachments. 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 BoardBook agendas of information for representatives of the press in attendance at each meeting, including the agenda and supplementary materials.

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, 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 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. 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. 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.

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.

Meeting Format

The Board President shall be thoroughly familiar with the agenda prior to each meeting and should understand the shape and tone of each meeting, clearly maintaining its image 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 consist of prompt completion of all routine and action items. Delegations and special requests shall be heard at the appropriate time and in a very prompt, business-like manner. The Board President shall conduct the Board meetings primarily to encourage action and member discussion. The purpose of the meetings shall not be primarily for the purpose of hearing the public.

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.