

BOARD OF EDUCATION

MEETING PROCEDURES

BOARD POLICY:

The Board adopts certain precedural methods for conducting business. Unless specifically altered, all meetings shall be conducted by Roberts Rules of Order.

Implemental Procedures:

1. Place of Meetings

All meetings of the Board shall be held in the administrative office of the high school unless otherwise designated by the Board. In case it is necessary to hold a meeting in a different place, the clerk shall notify each Board Member in writing and the Superintendent shall notify the public.

2. Time of Meetings

All regular meetings will commence at 6:30 P.M.

3. Agenda, Recommendations, and Related Materials.

- a. The Superintendent of schools is responsible for preparing the agenda, recommendations, and related material for all regular and special meetings of the Board.
- b. All Board Meetings shall be conducted in accordance with the printed agenda.
- c. The agenda shall be accompanied by the Superintendent's recommendations and related material. This information shall be made public in advance of the meeting.
- d. The agenda and Superintendent's recommendations shall be sent to all Board Members four (4) days prior to meeting.

- e. Subjects that need to be added to the agenda, may be submitted at a later time with the majority vote of the Board Member present.
- f. Board Members may submit items that are to be placed on the agenda provided:
  - 1. The item is submitted to the Superintendent of schools at least seven (7) days prior to the meeting.
  - 2. Information pertinent to the item which the member wishes the Board to consider has been submitted to the Superintendent for him to consider and disseminate in writing to all Board Members.
  - 3. The Board Member states what action he/she wishes the board to take; official action on a proposed motion, no action, or referral for further study.
- g. All items on the agenda shall state clearly the subject to be considered together with an explanation and supporting data which would be informative to the Board and the general public.
- h. The Superintendent shall state his recommendations and the action requested of the Board.
- i. The Board shall take action on any recommendations made by the Superintendent.
- j. Items which are already covered by established board policy and do not propose a change in policy may be introduced by any Board Member under "new business" as listed in the agenda.

#### 4. Order of Business

The order of business of all regular meetings shall be as follows:

- 1. call to order
- 2. record of members absent and present
- 3. reading of minutes
- 4. hearing of delegations

An individual or group who wishes to address the Board of Education at a regular meeting must file with the Superintendent's office seven (7) days in advance of meeting so they may be placed on the school agenda.

5. communications and petitions
6. payment of claims
7. report of the Superintendent
8. unfinished business
9. new business
10. adjournment

5. Change Order of Business

The order of business may be changed temporarily by the presiding officer unless objection is made by any member of the board. These procedural rules may be suspended at any time for the duration of any one meeting by a majority vote of those present.

6. Speaking privilege of nonmembers

The president may grant permission to nonmembers to address the board. The time for individual speakers will be limited.

7. Method of Voting

Voting shall be by roll call on these matters required by statute.

8. Superintendent's participation in discussion

The Superintendent may participate in the discussion of a motion, but is not allowed to vote.

9. Meetings open to the public

All regular and special meetings shall be open to the public, and the order of business shall include an opportunity for the public to address the board.

10. Authority of Members

Board Members have authority only when acting as a Board legally in session. The board shall not be bound in any way by any statement or action on the part of any individual Board Member except when such statement or action is in pursuance of specific instructions by the board or administering the policy of the board.

11. Roberts Rules of Order

Unless otherwise specified, proceedings of the board shall be governed by rules prescribed in Robert's Rules of Order. (most recent edition)

12. Change of Organizational or Operational Procedures

Any amendment to organizational or operational procedures of the board shall be presented in writing at a regular or adjourned meeting of the board and shall be tabled for at least two (2) weeks from the time of presentation. The amendment shall require a favorable vote of a majority of the full membership of the board.

Date Approved \_\_\_\_\_

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President

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Vice-President

\_\_\_\_\_  
Member

\_\_\_\_\_  
Clerk

\_\_\_\_\_  
Member