MEETING CONDUCT, ORDER OR BUSINESS AND QUORUM

Board meetings will be scheduled in compliance with the law and as deemed by the board to be in the best interests of the district and community. The board will function through (1) regular business meetings, (2) regular study session meetings, (3) special meetings (including meetings of the committee as a whole), and (4) emergency meetings.

Regular Business Meetings

Regular business meetings shall be held at 6:00 PM on the second and fourth Thursday of each month in the board auditorium:

A. There will be only one regular business meeting in July, August and December.

B. If a regular business meeting falls on a holiday, the meeting will be either rescheduled or cancelled, as determined by a majority of the Board at the regular business meeting immediately preceding the anticipated holiday.

Regular Study Session Meetings

Regular study session meetings shall be held at 6:00 PM on the third Thursday of each month in the board conference room.

If regular business meetings or study session meetings are to be held at places other than the board auditorium or board conference room or are adjourned to times other than a regular meeting time, notice of the meeting shall be made in the same manner as provided for special meetings. All regular meetings of the board shall be held within the district boundaries.

Special Meetings

Special meetings may be called by the president or on a petition of a majority of the board members. A written notice of a special meeting, stating the purpose of the meeting, shall be delivered to each board member not less than twenty-four (24) hours prior to the time of the meeting. Written notice shall also be sent not less than twenty-four (24) hours prior to the meeting to each newspaper and radio or television station that has filed a written request for such notices. Final disposition shall not be taken on any matter other than those items stated in the meeting notice.

A special meeting may be called to discuss issues in public as a board. Such special meeting shall be called a meeting of the Committee of the Whole and shall be called in the same manner as a special meeting.
Emergency Meetings

In the event of an emergency involving fire, floor, earthquake, possible personal injury or property damage, the board may meet immediately and take official action without prior notification.

Public Notice

Public notice shall be properly given for any special meeting; whenever a regular meeting is adjourned to another time or, when a regular meeting is to be held at a place other than the board auditorium or conference room.

All meetings shall be open to the public with the exception of executive sessions or closed sessions authorized by law. Final action resulting from executive session discussions will be taken during a meeting open to the public as required by laws.

Individuals with disabilities who may need a modification to participate in a meeting should contact the superintendent’s office no later than three days before a regular meeting and as soon as possible in advance of a special meeting so that special arrangements can be made.

During the interim between meetings, the office of the superintendent, as board secretary, shall be the office of the board. The district’s public records shall be open for inspection in the manner provided by and subject to the limitation of the law.

Quorum

Three board members shall be considered as constituting a quorum for the transaction of business.

Meeting Conduct and Order of Business

All board meetings will be conducted in an orderly and business-like manner using the current edition of Roberts Rules of Order as a guide, except when such rules are superseded by board bylaws or policies. The order of business will be that indicated in the agenda. Any additions or changes in the prepared agenda may be requested by the superintendent or a board member and must be approved by majority vote of the board members present.

The board shall establish its regular order of business, but may elect to change the order by a majority vote of the members.

All votes on motions and resolutions shall be by “voice” vote unless an oral roll call vote is requested by a member of the board. No action shall be taken by secret ballot any meeting required to be open to the public.
An oral roll call vote of all the members of the board is required for the election of board officers, filling a vacancy on the board, or for the selection of the school district superintendent, and a majority vote of all the members of the board is required for any person to be elected or selected for such positions.

Cross Reference: Board Policy 1220 Board Officers and Duties of Board Members 1410 Executive or Closed Sessions


Chapter 42 U.S.C. Sec. 12101-12213 Americans with Disabilities Act

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