

BOARD OF EDUCATION – MEETINGS ADMINISTRATIVE PROCEDURE

A. The Agenda

1. The Superintendent shall prepare an agenda for each regular Board meeting and shall cause the same to be placed in the hands of each Board member at least four days preceding the time of the meeting.
2. A Board member may have an item placed on the agenda by notifying the office of the Superintendent no later than 4:00 p.m. on the Friday prior to the scheduled day of the meeting.

B. Conduct of Board Meetings

1. The chairperson shall preside at Board meetings. In the absence of the chairperson, the vice chairperson shall preside. In the absence of the clerk, the Board may select another member to act as the clerk of the meeting.
2. Unless otherwise provided by these guidelines, conduct of meetings will be governed by Roberts Rules of Order.
3. A quorum shall consist of four members.
4. All actions of the Board will be determined by majority vote of the members present. An action of the Board can be reconsidered when a member who has voted on the prevailing side moves for reconsideration of the previous action and joins the majority vote of those present to reconsider the action.
5. Except for members of the staff who may be requested by the Superintendent to make reports to the Board and answer questions raised by individual Board members, spectators attending Board meetings and desiring to speak will be governed by the following rules:
 - a. Persons who wish to speak at a School Board meeting must complete a Public Input Application with the School Board secretary ten minutes prior to the start of the meeting. Persons shall indicate the nature of the issue of the individual wishes to address. (See Public Input Application form.)
 - (1) Matters proposed for placement on the agenda which may involve data privacy concerns, which may involve preliminary allegations, or which may be potentially libelous or slanderous in nature, should not be considered public, but shall be processed as determined by the School Board in accordance with governing law.

- (2) The School Board chairperson shall promptly rule out of order any discussions by any person, including School Board members, that would violate the provisions of state or federal law, this policy or the statutory rights of privacy of an individual.
- (3) Personal attacks by anyone addressing the School Board are unacceptable. Persistence in such remarks by an individual shall terminate that person's privilege to address the School Board.

*Please give to the School Board Secretary ten minutes prior
to the start of the meeting.*

PUBLIC INPUT APPLICATION

Name _____

Address _____

Phone _____

Topic you desire to address _____

Informational Notes:

1. You should share your thoughts in three to five minutes. The Board chair will monitor the time.
2. General comments will be presented during the agenda item: “Delegations, Petitions, and Communications.”
3. Comments relative to a specific agenda item will be heard when the appropriate agenda issue is heard by the Board. Public comment will be the first order of business for a particular agenda issue.
4. Patrons should not expect an immediate answer to their questions voiced during the public comment. It takes time for thoughtful research prior to responding. When appropriate, the School Board chair will direct follow-up activities.
5. An employee’s reputation is very important. Therefore, public criticism of an employee is inappropriate at a School Board meeting. Any citizen having a personnel complaint should reduce it to writing and submit it to the School Board personnel committee through the Superintendent of Schools. If the concern is with the Superintendent, it should be put in written form and shared with the Chairperson of the Board.