

BOARD MEETING PROCEDURES

Each Board of Education meeting shall be conducted in an orderly manner which provides time for and encourages community involvement. The order of business at each regular meeting shall be determined by the Superintendent and the Board President, and shall generally adhere to the following.

1. Routine Matters
 - A. Call to order, Roll call, Determination of a quorum
 - B. Approval of Proposed Agenda
 - C. Approval of minutes of prior meeting
 - D. Invitation to visitors to address the Board of Education on agenda items only.
 - E. Communications
 - F. Board of Education Items
 - G. Consideration of additional items for the Agenda
2. Announcements
3. Reports
4. Old Business
5. New Business
6. Invitation to Visitors to Address the Board of Education on any questions or concerns
7. Superintendent's recommendations
Finance, Personnel, Use of Facilities, Committee on Special Education, Other
8. Adjournment

The order of business of special meetings of the Board shall be as follows:

1. Call to order, roll call, determination of a quorum
2. Item, or items of business as set forth in the notice of meeting, except as provided in Policy 2320
3. Adjournment

The time limit on public participation at the regular Board meeting is 30 minutes (not to exceed 5 minutes per individual). At its discretion, the Board may extend the time limit for public participation.

The regular order of business may be changed at any meeting (and for that meeting only) by an affirmative vote of a majority and voting for the proposed change in the regular order of business.

Except in emergencies, the Board of Education shall not attempt to decide upon any question under consideration before examining and evaluating relevant information. The Superintendent shall be given an opportunity to examine and to evaluate all such information, and to recommend action before the Board attempts to make a decision.

The Board may adjourn a regular or special meeting at any place in the agenda providing that arrangements are made to complete the items of business on the agenda at a future meeting. The minutes shall make notice of the adjournment, and the reconvened session shall be considered an addition to these minutes.

Cross ref: 1230, Public Participation at Board Meetings

Adoption date: April 14, 1997 Revised:
June 23, 2008 Revision: March 23, 2011
Revised & Adopted: April 18, 2018