



Book	POLICY MANUAL
Section	100 SCHOOL BOARD OPERATIONS
Title	REGULAR SCHOOL BOARD MEETINGS
Code	171
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### **Meeting Types**

#### **Regular Meeting**

A regular meeting of the School Board is any School Board meeting that is scheduled (or rescheduled) by a formal action of the School Board, including any vote that directs the holding of a School Board meeting and any vote that adopts a policy or schedule that directs the holding of one or more School Board meetings.

#### **Special Meetings**

Special meetings of the School Board may be called by the School Board President or upon the filing of a written request to the School Board Clerk signed by a majority of the members of the School Board.

Notice of special School Board meetings shall be given in accordance with state law and established District procedures. The notice shall specify the subject matter of the meeting. No business shall be transacted at a special School Board meeting other than that specified in the notice of the meeting.

Minutes of each special meeting shall be recorded, and the proceedings of each special meeting shall be posted.

#### **Closed Session**

The School Board may meet in closed session only to address subject matter within the scope of the state statutes that authorize the holding of closed sessions. No discussions of any matter shall be held and no action of any kind, formal or informal, shall be taken by the School Board while in closed session except as permitted by law.

Public notice shall be given in accordance with state law.

Only those individuals specifically authorized by the School Board may attend a closed session meeting. No member of the School Board or non-member in attendance shall disclose to anyone the content of discussions that take place in closed sessions.

#### **Schedule**

Except as otherwise determined or modified by the School Board, the School Board will hold regular meeting(s) at least once a month. An annual meeting schedule will be developed and approved by the School Board.

#### **Location**

Except as otherwise directed by a decision of the School Board, the presiding officer who is responsible for issuing public notice of a regular meeting, or a person acting as his/her designee, is authorized to determine an appropriate location within the District for each regular meeting.

#### **Public Notice and Proceedings**

School Board President, or an authorized designee acting on the President's behalf, shall ensure that public notice of each regular School Board meeting is given in accordance with the requirements of the Open Meetings Law, School Board policy, and

any other legal requirement for public notice that may apply to the particular meeting. To the extent consistent with applicable law, the School Board may convene in a closed session during its meetings.

Any meeting notice used shall be given at least 24 hours prior to the commencement of the meeting, unless for good cause such notice is impossible or impractical, in which case shorter notice may be given, but in no case may the notice be provided less than two (2) hours in advance of the meeting.

If it is necessary to amend any meeting notice that has already been issued, notice of the amendment(s) should normally be given in the same manner and within the same timing as the original notice, but at least in conformance with minimum applicable statutory requirements. It should state that it is an amended notice.

Official business of the School Board shall be transacted at regular monthly meetings and at such other meetings of the School Board as are authorized by law. All regular meetings shall be open to the public, except as specifically provided by state law.

### **Agenda Preparation and Dissemination**

The School Board President and Superintendent shall work collaboratively to prepare the agendas for regular and special meetings of the School Board.

#### **Agenda Items**

School Board members may request future agenda items. At least one agenda each month should include consideration for future agenda topics. School Board members may request a formal action item for "Consideration of Future Agenda Topics".

#### **Public Comment**

Each regular monthly School Board meeting agenda shall include a period for public comment.

The agenda packet shall be disseminated to School Board members in sufficient time before the meeting so that the School Board may give items of business careful consideration. As a general guideline, and with such exceptions as may be necessary from time to time, a meeting agenda (even if tentative) and the supporting materials shall be distributed to School Board members and the administrative team of the District at least three days prior to each School Board meeting.

#### **Consent Agenda Items**

A consent grouping may be identified on a School Board meeting agenda for items of School Board business which are routine in nature or which would not be likely to require extensive discussion or explanation as to the reason for proposed School Board action. The adoption of items grouped on a consent agenda, and the possible separation of individual items from a consent agenda, will be governed by established procedures.

#### **Open Meetings Law**

Consistent with the requirements of the Open Meetings Law, the School Board shall refrain from engaging in any information gathering or discussion and from taking any action on any subject matter that is not appropriately within the scope of one or more of the items of business that have been included on the public notice for the meeting.

### **Voting Methods**

Votes on the following motions shall be taken by roll call vote or by other voting method that allows for the ascertaining and recording of the individual vote of each School Board member:

1. motions to convene in closed session;
2. motions to adopt or amend the District's annual operating budget;
3. motions to adopt any borrowing or referendum resolution, or any other similarly formal legal resolution that has been reduced to writing and that is signed by the School Board; and
4. motions dealing with any matter on which legal counsel has advised that a roll call vote should be taken.

Roll call votes shall also be taken when otherwise required by law or when requested by any member of the School Board. Voting by roll call shall be initiated by the School Board Clerk or designee and members shall respond as their name is called. The order of voting shall be randomized. The results of voting shall be recorded by the School Board Clerk or designee, who shall announce the results to those present at the meeting.

Secret ballots shall be used only in the election of School Board officers. All other voting shall be by voice vote, show of hands or signed ballot as determined by the School Board.

A motion is passed/adopted when a majority of the members voting have cast their votes in favor of the motion, except as otherwise required by law or by the School Board. For example, state statutes require a majority vote of the full membership of the School Board to employ most licensed/certified employees of the District who hold individual employment contracts, and a two-

thirds vote of the entire membership of the School Board is required to change the appropriations stated in the District's previously-adopted annual operating budget.

Members may abstain from voting on a matter but must announce their abstention. No Board member may cast a vote by proxy or by absentee ballot.

No action of the School Board shall be deemed void, voidable, or otherwise improper solely due to a failure to adhere to discretionary voting procedures set forth or incorporated within School Board policy.

## **Minutes**

The School Board President and School Board Clerk shall ensure that minutes of each School Board meeting are recorded, approved, signed, and filed in Board records. To the extent required by law, the proceedings of School Board meetings shall be publicly disseminated. The minutes shall constitute an official record of each School Board meeting. At a minimum, the minutes shall:

1. Clearly identify the date, time, and location of the meeting and the School Board members who were in attendance at the meeting;
2. Create a record of all official actions of the School Board, including but not limited to actions approved by unanimous consent and a sufficient detailing of the official actions approved by a single motion under any consent agenda;
3. Record all motions made at the meeting, identify the School Board member making and seconding each motion (if any), and provide a sufficient record of the votes and any voting abstentions on each motion; and
4. Record the presiding officer's announcement that precedes each vote to convene in closed session.

Copies of proposed meeting minutes shall be made available to all School Board members prior to the School Board meeting at which the minutes are to be approved. By making a motion to amend the minutes, School Board members may propose corrections to the minutes for purposes of clarity and/or accuracy. Proposed minutes and any proposed amendments thereto shall be approved by the School Board through a formal motion or by unanimous consent.

Once approved, an official copy of the approved minutes of each meeting shall be signed by the School Board Clerk and entered into the official record of School Board proceedings, along with official copies of related orders, resolutions, and any other proceedings from the meeting.

With such exceptions as are permitted by the Public Records Law (e.g., in certain cases, closed session minutes or specific portions thereof), the minutes of Board meetings shall otherwise be open to public inspection.

The proceedings of each School Board meeting shall be published, publicized, or posted, per the requirements of state statutes, within 45 days after the meeting.

## Legal

- [Section 19.81\(2\) \[public access to meetings\]](#)
- [Section 19.83 \[governmental meetings; period of public comment\]](#)
- [Section 19.84 \[public notice of meetings and scheduling of public comment periods\]](#)
- [Section 19.85 \[closed session exceptions to meeting in open session; closed session procedures\]](#)
- [Section 120.11\(1\) \[regular school board meetings in common and union high school districts\]](#)
- [Section 120.11\(4\) \[proceedings of school board meetings; financial records\]](#)
- [Section 985.01 \[definitions of "proceedings" and "substance" of official action\]](#)
- [Section 995.20 \[legal holidays\]](#)