

## **Procedures for Meetings (A-2)**

### Meeting Types

The annual organizational meeting of the St. Francis School Board shall be held on or prior to the fourth Monday in April when new elected school board members shall take and file the official oath. The board shall usually meet in regular session on the first and third Monday of each month, except July and December. One of these two meetings each month may be canceled and/or the meeting times of one or both meetings may be changed by board action. Special board meetings shall be held upon the request of any board member. The request shall be filed with the clerk or in his/her absence with the president who shall notify each member in writing twenty-four hours in advance of the time and place of the special board meeting. Public hearings may be established by action of the board.

### Meeting Times

Organizational and regular meetings of the board shall usually begin at 6:30 p.m. at the St. Francis High School. Notification of such meetings shall be provided to board and registered press members in advance.

### Meeting Agenda

The agenda for regular meetings as prepared by the superintendent of schools after consultation with the president shall be in approximately the following form:

1. Call to Order
2. Pledge of Allegiance
3. Communications and Comments from Visitors
4. Consent Action Agenda
  - a. a. Minutes
  - b. b. Bills
  - c. c. Personnel
  - d. d. Other
5. Other Action Items
6. Reports and Discussion Items for Possible Action
  - a. a. Special Topics
  - b. b. Board President's Report
  - c. c. Superintendent's Reports
  - d. d. Committee Reports
7. Closed Session (If Needed)
8. Adjournment

The board may deliberate and/or act only on those items specifically placed on the agenda. To place an item on the agenda, a board member must present such item to the superintendent or president. The items listed under the consent action agenda will be discussed, moved, seconded and voted on together. The superintendent and/or designee shall make recommendations to the board for all items on the action agenda.

### Voting at Meetings

Except as delineated elsewhere in these policies, meetings shall be governed by general parliamentary procedure as defined in Roberts Rules of Order, which rules may be amended or suspended at any meeting by a unanimous vote of those present. Three members shall constitute a quorum for the transaction of business. Action may be effected by a majority of those present and voting except for actions requiring greater support as delineated elsewhere in these policies or in the law. Voting on motions to adjourn into closed session, or to dismiss personnel or upon demand by a board member shall be by roll call vote. All other voting shall be by voice vote.

### Minutes for Meetings

Minutes of board meetings, including the substance of every official action and a statement of receipts and expenditures in the aggregate, shall be kept under the direction of the clerk. The minutes shall be maintained in an official record book, shall constitute the official record of the proceedings of the board and shall be open to inspection by the public during all regular office hours. The official copy of approved board meeting minutes shall be signed by the clerk. The minutes of organizational, regular and special board meetings after approval by the board shall be distributed to school offices, libraries, and city hall.

### Public Participation & Meeting Format

Meetings of the Board of Education are held for the express purpose of conducting business of the School District. Meetings of the Board of Education are not public meetings, but rather meetings held in public.

The public is encouraged to attend board meetings to listen and observe. Visitors to School Board Meetings are required to sign in and may indicate they wish to address the Board.

Visitors requesting to speak will be allowed to do so, during the agenda item allowing for public comment. After being recognized by the Chair, individuals wishing to speak should state their name and address, and proceed with a brief comment or question for clarification. Visitors must understand that the purpose of this meeting format is to invite audience commentary. It is not intended to initiate a dialog. The Board appreciates being made aware of information pertinent to agenda items.

Additionally, before any votes are taken, the Board President (Chairperson) may ask for any comments from the audience after:

- The Board has finished discussing the consent agenda.
- The Board has completed deliberation on any other action item.
- The Board has considered each discussion item.

State law prohibits the Board from discussing items not listed on the agenda. District policy requires that all meetings follow Robert's Rules of Order.

Adopted: December 19, 2002

Revised: January 27, 2005