

## SUGAR SALEM SCHOOL DISTRICT #322 POLICY

TITLE: Board Meeting ProcedureNUMBER: 1500PNEW: July 2013

REVISED: \_\_\_\_\_

Board Meeting ProcedureAgenda

The agenda for any Board meeting shall be prepared by the Superintendent and Board Chairman. Items submitted by any board member shall be placed on the agenda. Citizens may also suggest inclusions on the agenda. Such suggestions must be received by the Superintendent at least four days before the Board meeting, unless of immediate importance. Individuals who wish to address the Board must also notify the Superintendent, in writing, of the request. The request must include the reason for the appearance. Citizens wishing to make brief comments about school programs or procedures or items on the agenda need not request placement on the agenda, and must follow the procedure established for public input at Board meetings.

Regular Meeting Agendas - A forty-eight (48) hour agenda notice shall be required in advance of each regular meeting. Notices and agendas must be posted in a prominent place at the principal office of the District.

Special Meeting Agendas – Special meetings require a twenty-four (24) hour meeting and agenda notice. The agenda notice shall include at a minimum the meeting date, time and place. Notices and agendas must be posted at the principal office of the District, or if no such office exists, at the building where the meeting is to be held and at two other prominent locations.

Amending Agendas – An agenda may be amended provided that a good faith effort is made to include, in the original agenda notice, all items known to be probable items of discussion.

#### AMENDING THE AGENDA MORE THAN 48 HOURS BEFORE REGULAR MEETING OR 24 HOURS BEFORE SPECIAL MEETING

If an amendment to an agenda is made after an agenda has been posted but forty eight (48) hours or more prior to the start of a regular meeting, or twenty four (24) hours or more prior to the start of a special meeting, then the agenda is amended upon the posting of the amended agenda.

#### AMENDING THE AGENDA LESS THAN 48 HOURS BEFORE REGULAR MEETING OR 24 HOURS BEFORE SPECIAL MEETING

If an amendment to an agenda is proposed after an agenda has been posted and less than forty eight (48) hours prior to a regular meeting or less than twenty-four (24) hours prior to a special meeting but prior to the start of the meeting, the proposed amended agenda shall be posted but shall not become effective until a motion is made at the meeting and the Board votes to amend the agenda.

#### AMENDING THE AGENDA AFTER THE START OF A MEETING

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An agenda may be amended after the start of a meeting upon a motion that states the reason for the amendment and states the good faith reason the agenda item was not included in the original agenda posting.

Negotiation Meeting Notices

Notice of all negotiation sessions between the District and the local education organization shall be posted, at the earliest time practicable **on the front page of the district's website**. Additionally, if time permits, the district shall post notice of the negotiation sessions within twenty-four (24) hours at the same physical locations the district uses for posting its regular meetings.

Order of Business

The order of business will be determined by the Board Chairman and Superintendent with input from the Board. Upon consent of the majority of the members present, the order of business at any meeting may be changed.

Consent Agenda

To expedite business at a Board meeting, the Board approves the use of a consent agenda, which includes those items considered to be routine in nature. Any item which appears on the consent agenda may be removed by a member of the Board. It is strongly suggested that any Board member who wishes to remove an item from the consent agenda give advance notice in a timely manner to the Board Chairman and Superintendent. The remaining items will be voted on by a single motion. The approved motion will be recorded in the minutes, including a listing of all items appearing on the consent agenda.

Minutes

The Clerk shall keep written minutes of all open Board meetings, which shall be signed by the Chair and the Clerk. The minutes shall include:

- The date, time and place of the meeting;
- The presiding officer;
- Board members recorded as absent or present;
- All motions, resolutions, orders, or ordinances proposed and their disposition;
- The results of all votes, and upon the request of a member, the vote of each member, by name;
- Legal basis for recessing into executive session; and
- Time of adjournment.

When issues are discussed that may require a detailed record, the Board may direct the Clerk to record the discussion verbatim.

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Unofficial minutes shall be delivered to Board members in advance of the next regularly scheduled meeting of the Board. Minutes need not be read publicly, provided that members have had an opportunity to review them before adoption. A file of permanent minutes of Board meetings shall be maintained in the office of the Clerk, to be made available within a reasonable period of time after a meeting for inspection upon the request.

Minutes of Executive Session

The Clerk shall keep written minutes of executive session. Said minutes shall be limited to a specific reference to the Idaho code subsection authorizing the executive session and sufficient detail to provide the general subject matter to identify the purpose and topic of the executive session. The roll call vote to go into executive session shall be recorded in the minutes. The minutes shall not contain information that would compromise the purpose of going into executive session.

Minutes of Negotiation Sessions

In all negotiation sessions between the District and the local education organization, the District shall cause to be taken written minutes. All documentation exchanged between the parties during a negotiation session, including all offers and counter-offers, shall be retained by the District and shall be subject to public writings disclosure laws.

Quorum

No business shall be transacted at any meeting of the Board unless a quorum of the members is present. A majority of the full membership of the Board shall constitute a quorum, a majority of the quorum may pass a resolution.

Meeting Conduct and Order of Business

General rules of parliamentary procedure are used for every Board meeting. The most current edition of *Robert's Rules of Order* may be used as a guide at any meeting. The order of business shall be reflected on the agenda. The use of proxy votes shall not be permitted. Voting rights are reserved to those Board members in attendance. Voting shall be by acclamation or show of hands.

Legal Reference: I.C. § 67-2343 Notice of Meetings  
 I.C. § 67-2344 Written Minutes of Meetings  
 I.C. § 67-2345 Executive Sessions – When Authorized  
 I.C. § 33-510 Annual meetings – Regular meetings – Boards of trustees  
 I.C. § 33-1273A Negotiations in Open Session