

PROPOSED REVISIONS

Meeting Place and Time

The notice for a Board meeting shall reflect the date, time, and location of the meeting.

Regular Meetings

Regular meetings of the Board are normally held on the fourth Monday of each month at 6:30 p.m. When determined necessary and for the convenience of Board members, the Board President may change the date, time, or location of a regular meeting with proper notice.

Special or Emergency Meetings

The Board President shall call special meetings at the Board President's discretion or on request by three members of the Board.

The Board President shall call an emergency meeting when it is determined by the Board President or two members of the Board that an emergency or urgent public necessity, as defined by law, warrants the meeting.

Agenda

Deadline

The deadline for Board members to submit items for inclusion on the agenda is 21 calendar days before regular meetings.

Preparation

In consultation with the Board President, the Superintendent shall prepare the agenda for all Board meetings. Any two Board members may request that a subject be included on the agenda for a meeting, and the Superintendent shall include on the preliminary meeting agenda all topics that have been **timely** ~~(please specify time period)~~ submitted in accordance with this provision.

Before the official agenda is finalized for any meeting, the Superintendent shall consult the Board President to ensure that the agenda and the topics included meet with the Board President's approval. In reviewing the preliminary agenda, the Board President shall ensure that any topics the Board or two Board members have requested to be addressed are either on that agenda or scheduled for deliberation at an appropriate time in the near future.

This After this preliminary agenda consultation will occur 20

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calendar days before regular meetings. Any **any** additions of agenda topics must be communicated with the Board President by **(whom?) the Superintendent** prior to adding to the agenda. Additions may not be added after close of business on Friday.

The Finalized Agenda with corresponding attachments for review must be submitted **14** days before regular meetings. Any items missing attachments may be removed from the agenda at the Board President's discretion and can be addressed at an appropriate time in the near future.

The Board President shall not have authority to remove from the agenda a subject requested by two Board members without least one of the Board members' specific authorization.

Notice to Members

Members of the Board shall be given notice of regular and special meetings at least 72 hours prior to the scheduled time of the meeting and at least two hours prior to the time of an emergency meeting

Notice of all meetings shall provide for the possibility of a closed meeting during an open meeting, in accordance with law.

Closed Meeting

The Board may conduct a closed meeting when the agenda subject is one that may properly be discussed in closed meeting. [SeeBEC]

Order of Business

The order of business for regular Board meetings shall be as set out in the agenda accompanying the notice of the meeting. At the meeting, the order in which posted agenda items are taken may be changed by consensus of Board members.

Rules of Order

The Board shall observe the parliamentary procedures as found in *Robert's Rules of Order, Newly Revised*, Section of Boards and Committees, except as otherwise provided in Board procedural rules or by law. Procedural rules may be suspended at any Board meeting by majority vote of the members present.

Voting

Voting shall be by voice vote or show of hands, as directed by the Board President. Any member may abstain from voting, and a member's vote or failure to vote shall be recorded upon that member's request. [See BDAA(LOCAL) for the Board President's voting rights]

Consent Agenda

All consent-eligible items will default to being on the consent agenda. A consent agenda shall include items of a routine and/or

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recurring nature grouped together under one action item. For each item listed as part of a consent agenda, the Board shall be furnished with background material. If at least ~~three~~two Board members request an item to be moved from "Consent to Action" by 73 hours (usually 5:30 p.m. Friday) prior to the Board meeting, the board administrator will make the change. This request must be made prior to the agenda posting to the public. The remaining items shall be adopted under a single motion and vote without discussion.

Minutes

Board action shall be carefully recorded by the Board Secretary or clerk; when approved, these minutes shall serve as the legal record of official Board actions. The written minutes of all meetings shall be approved by vote of the Board and signed by the Board President and the Board Secretary.

The official minutes of the Board shall be retained on file in the office of the Superintendent and shall be available for examination during regular office hours.

**Discussions and
Limitations**

Discussions shall be addressed to the Board President and then the entire membership. Discussion shall be directed solely to the business currently under deliberation, and the Board President shall halt discussion that does not apply to the business before the Board.

The Board President shall also halt discussion if the Board has agreed to a time limitation for discussion of an item, and that time limit has expired. Aside from these limitations, the Board President shall not interfere with debate so long as members wish to address themselves to an item under consideration.