

**NOVA CLASSICAL ACADEMY**  
**MANUAL OF POLICIES APPROVED BY THE BOARD OF DIRECTORS**

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**POLICY NP 203:**  
**BOARD MEETINGS**

**I. PURPOSE**

The purpose of this policy is to define meetings of the Board, and provide specific rules of order for board meetings, to ensure that the affairs of the Board are conducted in an open, orderly and efficient manner, and that members of the public desiring to address the Board on relevant matters of administrative concern shall be afforded an opportunity to speak.

**II. MINNESOTA OPEN MEETING LAW**

Meetings of the board are subject to the Minnesota Open Meeting Law.

**III. GENERAL STATEMENT OF POLICY**

To ensure that board meetings are conducted in an orderly fashion, the Board will follow rules of order which will allow the board:

- A. To establish guidelines by which the business of the Board can be conducted in a regular and internally consistent manner;
- B. To organize the meetings so all necessary matters can be brought to the **school** Board and decisions of the Board can be made in an orderly and reasonable manner;
- C. To ensure that members of the Board have the necessary information to make decisions on substantive issues and to insure adequate discussion of decisions to be made;
- D. To ensure that meetings and actions of the Board are conducted so as to be informative to the staff and the public, and to produce a clear record of actions taken and decisions made; and
- E. To ensure that members of the public may be afforded an opportunity to speak while ensuring that other public members may observe and hear the proceedings without distraction, and that the Board and its employees are able to transact the business of the board with minimal disruption.

**IV. RULES OF ORDER FOR MEMBERS OF THE BOARD**

- A. Board members need not rise to gain the recognition of the chair.

- B. A motion will be adopted or carried if it receives the affirmative votes of a majority of those actually voting on the matter. Abstentions are considered to be acquiescence to the vote of the majority. Some motions may require larger numbers of affirmative votes according to board bylaws, board policy, or by Minnesota statute.
- C. All motions that require a second shall receive a second prior to opening the issue for discussion of the Board. If a motion that requires a second does not receive a second, the chair may declare that the motion fails for lack of a second or may provide the second. The names of the members making and seconding a motion shall be recorded in the minutes, as well as the votes of all board members.
- D. The chair shall decide the order in which board members will be recognized to address an issue. An attempt should be made to alternate between pro and con positions if appropriate to the discussion. A member shall only speak to an issue after the member is recognized by the chair.
- E. The chair shall rule on all questions relating to motions and points of order brought before the board.
- F. A ruling by the chair is subject to the full Board with the majority vote of the Board determining the final decision on a ruling.
- G. The Board shall have authority to recognize any member of the audience regarding a request to be heard at the board meeting. Members of the public who wish to be heard shall follow board procedures as detailed in Section V. below.
- H. The chair has the authority to declare a recess at any time for the purpose of restoring decorum to the meeting or for any other necessary purpose.
- I. The chair shall repeat a motion or the substance of a motion prior to the vote. The chair shall call for an affirmative vote or a negative vote from each member on each motion.
- J. The order in which names will be called for roll call votes will be determined by the Board.
- K. The chair has the same right and responsibility as each board member to vote on all issues.
- L. The chair shall announce the result of each vote. The vote of each member, including abstentions, shall be recorded in the minutes. If the vote is

unanimous, it may be reflected as unanimous in the minutes if the minutes also reflect the members present for the vote.

- M. A majority of the voting members of the Board constitute a quorum. The absence of a quorum may be raised by the chair or any board member. Generally, any action taken in the absence of a quorum is null and void. The only legal actions the Board may take in the absence of a meeting quorum are to fix the time at which to adjourn, to adjourn the meeting, to recess the meeting, or to take measures to obtain a quorum for the meeting.
- N. Unless a different time is clearly designated in the public announcement or agenda for a regular, special or training meeting of the Board, no meeting shall be permitted to continue beyond three (3) hours without approval of the majority of the board members that are present and eligible to vote. A new time limit must be established before taking a board vote to extend the meeting. In the event that a meeting has not been closed or continued by the board vote prior to adjournment time, the items not yet acted on shall be deferred to the next regular board meeting unless the Board determines otherwise by a majority vote of the members present.

## **V. RULES OF ORDER FOR MEMBERS OF THE PUBLIC**

- A. Any person wishing to address the Board during the public comment period shall sign in prior to the public comment portion(s) of the meeting, and provide such additional information as may be required by the Board. A person addressing the board shall give his or her full name and be recognized by the chair that shall have discretion to limit their comments; comments shall be confined to matters pertaining to the agenda or otherwise germane to matters of administrative concern. The board chair shall rule on the pertinence and/or germaneness of any speaker's comments as may be requested by any member of the board.
- B. There shall be no demonstrations during or at the conclusion of any speaker's presentation. A person addressing the Board shall refrain from the following: (1) Attempting to engage individual board members in conversation; (2) Attacks against any person in his or her personal capacity; (3) Comments which refer to students by name or other data sufficient to portray individual students in a negative or unflattering context; (4) Comments that are unduly repetitious; (5) Comments that exceed the time limit set by the chair, and/or conduct and/or comments that disrupt, disturb, or otherwise impede the orderly conduct of the board meeting.
- C. Any person who breaches these rules shall, at the discretion of the chair or by a majority vote of the board, be given an oral warning by the chair to refrain from disturbing or disrupting the meeting. If, after receiving such a warning, the person continues to breach these rules, he or she will be barred from

further audience before the board at that meeting. If the person persists, the chair may order him or her to leave the meeting.

- D. The Board may issue guidelines from time to time to ensure that public comment is respectful and consistent with this policy.

## **VI. AGENDA ORDER FOR REGULAR & SPECIAL BOARD MEETINGS**

- A. Order for Regular Board Meetings. The **school** Board shall conduct an orderly regular school board meeting. The board chair or designee shall be responsible for finalizing the meeting agenda and setting time limits for each agenda item. The Board will, at all school board meetings, follow an agenda order substantially similar to the following:

1. Call to Order, Board Roll Call
2. Approval of Agenda
3. Board Chair Comment (optional)
4. Public Comment (limited to agenda items)
5. Consent Agenda (optional - may include any items that meet the definition below in section VII)
6. Approval of Prior Meeting Minutes
7. Treasurer/Finance Update
8. Reports to the Board
  - a. Executive Director
  - b. Board Committees (Standing, Advisory, Ad Hoc, Task Force)
  - c. Board Chair
  - d. Other
9. Proposed Board Action Items and Background Information
10. **Public Commentary**
11. Next Meeting Date/Review of Proposed Agenda Items
12. Motion to Adjourn

- B. Order for Special Board Meetings. The **school** Board shall conduct an orderly special **school** board meeting. The board chair or designee shall be responsible for finalizing the special meeting agenda and setting time limits for each agenda item. The Board may, but is not required to, generally follow the agenda format for a regular board meeting: abbreviating, amending or deleting those items which are not germane to the subject of the special meeting, and allowing only such public comment as may be germane to the subject of the special meeting.
- C. The Board may depart from the order of business with the consent of the majority of the members present.

## **VII. CONSENT AGENDA**

- A. The board chair may place items on the consent agenda. By using a consent agenda, the school board has consented to the consideration of certain items as a group under one motion.
- B. Consent items are those which usually do not require discussion or explanation prior to school board action, are non-controversial and/or similar in content, or are those items which have already been discussed and/or explained and do not require further discussion or explanation. Such agenda items might include, without limitation, the approval of the agenda, approval of previous minutes, approval of bills, approval of reports, items which are for convenience or by custom grouped together, including without limitation multiple staff contracts, vendor contracts, or the approval of various schedules.
- C. Items shall be removed from the consent agenda by a timely request by an individual school board member for independent consideration. A request is timely if made prior to the commencement of a vote to approve the consent agenda. The request does not require a second or a vote by the school Board. An item removed from the consent agenda will then be discussed and acted on separately immediately following the consideration of the consent agenda.
- D. Consent agenda items are approved en masse in a single vote of the school Board. The consent agenda items shall be individually recorded in the minutes.

***ADOPTED BY THE BOARD: 06/15/2009***

***REVISED BY THE BOARD: 02/04/2019***

***EFFECTIVE DATE: 02/04/2019***