

Board Information Item

Meeting Date:	September 28, 2026
Subject:	Discussion of Proposed Policy Regarding Board Meeting Ending Times
Contact Person:	Dr. Jason Adams, Superintendent Paula Barbaroux, Chief Operations Officer
Policy/Code:	BE(LEGAL), BE(LOCAL), BF(LEGAL), and BF(LOCAL)
Priority and Performance Objective:	Priority 4: Strong Financial Stewardship and Internal System Efficiency Objective 4.2: Effective and Efficient District Operations
Summary:	The policies listed above govern the District’s Board meetings. Two Trustees have requested the Board’s consideration of a policy or addition to a policy regarding Board meeting ending times. The request was styled as “Reasonable Ending Times to Support Staff and Transparency Policy” (“RESST Policy”). The details to be considered and discussed in such a policy are found in the attached proposal document, which sets standard end times for Board meetings with the stated goal of balancing the business of the District, governance duties, transparency, and respect for public and staff time. Key Elements of the Proposed Policy: • <u>Regular Cutoff (10:30 p.m.):</u> Meetings officially conclude at 10:30 p.m. No new agenda items can start after this time, but the Board may finish discussing and voting on an item already in progress. • <u>Review & Extension Process:</u> At 10:15 p.m., the Board President reviews remaining items. By a simple majority vote, the Board can extend the meeting by 30-minute increments from 10:30 p.m. to 11:00 p.m. Additional 30-

minute extensions can be approved successively by separate majority votes, with no limit on the total number of extensions.

- Expiration or Failed Votes: If an extension vote fails or an approved extension expires, the Board must wrap up the current agenda item. No new items can be introduced after completion.
- Handling Unfinished Business: Any remaining unaddressed items are carried over to a properly posted special meeting, which may (but is not required to) take place the following day.

Attachments:

Policy Proposal Document

PROPOSED POLICY: BOARD MEETING ENDING TIMES

REASONABLE ENDING TIMES policy framework:

Reasonable Ending Times to Support Staff and Transparency Policy (“RESST Policy”) establishes reasonable ending times for Board meetings to support effective governance, respect the time of District staff and the public, and promote transparency and public accessibility while preserving the Board's ability to fully deliberate and act upon District business.

REGULAR MEETING ENDING TIME

Regular meetings of the Board shall have a regular ending time of 10:30 p.m.

An agenda item under consideration at 10:30 p.m. shall be completed, including any discussion, deliberation, and action related to that item. The arrival of 10:30 p.m. shall not require the Board to interrupt or terminate consideration of an item already in progress.

Except as provided below, no new agenda item shall be taken up after 10:30 p.m.

REVIEW OF UNFINISHED BUSINESS

At 10:15 p.m., if agenda items remain unfinished, the Board President shall review the remaining agenda items with the Board. Following that review, the Board may, by a simple majority vote of the trustees present and voting, extend the regular ending time of the meeting by 30 minutes, from 10:30 p.m. until 11:00 p.m. Each vote to extend shall authorize an extension of 30 minutes only. Before the expiration of an extension, the Board may, by another simple majority vote of the trustees present and voting, authorize an additional 30-minute extension. The Board may approve successive 30-minute extensions as necessary. Each additional extension shall require a separate vote. There shall be no predetermined limit on the number of 30-minute extensions the Board may approve.

EXPIRATION OR FAILURE OF AN EXTENSION

If a motion to extend fails, or if an approved 30-minute extension expires without the Board approving an additional extension, the Board shall complete the agenda item then under consideration, including any discussion, deliberation, and action related to that item. Upon completion of that agenda item, no new agenda item shall be taken up. Completion of an agenda item already under consideration when the regular ending time or an approved extension expires shall not constitute an additional extension and shall not require another vote of the Board.

UNFINISHED BUSINESS

Any agenda item remaining after the Board concludes a regular meeting pursuant to this policy shall be carried forward for consideration at a properly posted special meeting. A special meeting for the consideration of unfinished business may be scheduled in advance. Such a meeting may

be scheduled for the day immediately following the regular meeting, but shall not be required to occur on the following day.

SPECIAL MEETINGS FOR UNFINISHED BUSINESS

A special meeting held for the purpose of considering unfinished business carried forward under this policy shall begin at 5:00 p.m. and shall have a regular ending time of 7:00 p.m. At 6:45 p.m., if agenda items remain unfinished, the Board President shall review the remaining agenda items with the Board. Following that review, the Board may, by a simple majority vote of the trustees present and voting, extend the regular ending time of the special meeting by 30 minutes, from 7:00 p.m. until 7:30 p.m. Each vote to extend shall authorize an extension of 30 minutes only.

Before the expiration of an extension, the Board may, by another simple majority vote of the trustees present and voting, authorize an additional 30-minute extension. Successive 30-minute extensions may be approved as necessary, with each extension requiring a separate vote. There shall be no predetermined limit on the number of 30-minute extensions the Board may approve.

If an extension motion fails, or if an approved extension expires without another extension being approved, the Board shall complete the agenda item then under consideration. Upon completion of that item, no new agenda item shall be taken up.

ADDITIONAL SPECIAL MEETINGS

If unfinished agenda items remain at the conclusion of a special meeting, those items shall be carried forward for consideration at another properly posted special meeting. Each additional special meeting shall begin at 5:00 p.m., have a regular ending time of 7:00 p.m., and be governed by the same procedures for review, 30-minute extensions, completion of an item already under consideration, and continuation of unfinished business established above. Additional special meetings shall be scheduled as necessary until all unfinished agenda items have been considered or otherwise disposed of by the Board.

EXECUTIVE SESSION

To promote transparency, public accessibility, and continuity of the publicly viewable portion of Board meetings, any executive session scheduled in advance shall be placed as the final substantive item on the agenda, subject to the exceptions provided in this section. Scheduled open-session business shall be considered before the Board enters a scheduled executive session. A scheduled executive session may be placed earlier on the agenda when completion of the executive session is necessary for the Board to continue conducting the regular business of the meeting. This exception shall include circumstances in which executive-session deliberation or consultation must occur before the Board can proceed with, consider, or act upon a subsequent open-session agenda item. Nothing in this section shall prevent the Board from entering

executive session at another point during a meeting when circumstances arising during the meeting create a need for immediate executive-session deliberation or consultation before the Board can reasonably proceed with its business.

All executive sessions shall be convened and conducted in accordance with applicable law. The Board shall reconvene in open session as required by law before taking any final action, decision, or vote on a matter deliberated in executive session.

NOTICE AND POSTING

All meetings conducted pursuant to this policy, including special meetings held for the consideration of unfinished business, shall be scheduled, posted, and conducted in accordance with the Texas Open Meetings Act and all other applicable law and District policy.

The scheduling of a special meeting in advance does not authorize the Board to consider any matter at that meeting unless the matter has been properly included in the notice and agenda for the special meeting.

CONSTRUCTION

Nothing in this policy shall be construed to:

- 1 Require the Board to terminate discussion, deliberation, or action on an agenda item solely because a regular ending time or approved extension has expired;
- 2 Prevent the Board from approving one or more 30-minute extensions in accordance with this policy;
- 3 Prevent the Board from convening an executive session when authorized or required by law;
- 4 Authorize consideration or action on a matter that has not been properly posted;
- 5 Limit the Board's ability to address an emergency, urgent matter, statutory deadline, or other circumstance requiring action as permitted by law; or
- 6 Supersede any requirement of federal law, state law, the Texas Open Meetings Act, or other controlling legal authority.

EFFECTIVE DATE

This policy shall become effective immediately upon adoption by the Board of Trustees and shall apply to all Board meetings occurring on or after its effective date.