Meeting Place and Time

Board meetings shall be held during a time that is outside of typical work hours. [See FA(LEGAL)]

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

Regular Meetings

A regular meeting shall be held once each month. Regular meetings of the Board shall normally be held in accordance with the annually approved Board meeting calendar. 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 two 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 submitting items for inclusion on the agenda is the eighth ~~calendar~~ working day before regular meetings and ~~the sixth calendar day before~~ special meetings.

Preparation

~~In~~ The Board President, in consultation with the Superintendent and legal counsel (when applicable), and consistent with Board ~~President, the Superintendent shall prepare~~ policy, develops and approves the agenda for ~~all~~ Board meetings. The Superintendent assists the Board by preparing and publishing the agenda and agenda materials, providing recommendations, and ensuring that items requiring Board action are presented with sufficient information for deliberation. Any Board member may request that a subject be included on a Board meeting agenda for discussion after consultation with the Board ~~President. The Superintendent~~ President, except that a request for an agenda item seeking to rescind or modify an action previously taken by the Board shall ~~include in the preliminary meeting agenda all~~ be submitted by at least two Board ~~member-requested topics that are submitted within the appropriate timeline.~~ members.

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 individual Board members have requested to be addressed are either on that agenda or scheduled for deliberation at an appropriate time in the near future. The Board President shall not have authority to remove from the agenda a subject requested by a Board member without that Board member's specific authorization.~~

Notice to Members

Members of the Board shall be given notice of regular and special meetings at least three business days prior to the scheduled date of the meeting and at least one hour prior to the time of an emergency meeting.

Closed Meeting

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

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

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,~~ Order Newly ~~Revised,~~ Revised (RONR), 12th edition, including the procedures for small boards, 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.

Record Vote

Voting on any item shall be a record vote by show of hands, electronic means, or roll call, as directed by the Board President. Any member may abstain from voting on an item, and a member's vote or failure to vote shall be recorded in the minutes. [See BDAA(LOCAL) for the Board President's voting rights]

Consent Agenda

The Board may use a consent agenda for items when the Board has been furnished with background material on each item, and/or the item has been discussed at a previous meeting. All the items on the consent agenda shall be acted upon by one vote without being discussed separately unless requested by a Board member, in which case the item shall immediately be withdrawn for individual consideration. The remaining items shall be adopted under a single motion and vote. Items withdrawn for separate discussion shall be acted upon individually.

Minutes

Board action shall be carefully recorded by the secretary to the Board of Trustees 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.

[See CPC regarding retention of records.]

Discussions and Limitation

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~~ when a time limitation established by the Board has ~~agreed to a time limitation for discussion of an item, and that time limit~~ expired or debate has ~~expired. Aside from these limitations, the~~ been closed in accordance with Board ~~President shall not interfere with debate so long as members wish to address themselves to an item under consideration.~~ procedural rules.