

II. CONDUCTING BOARD MEETINGS

A. Quorum

Anytime four or more board members are gathered to discuss school district business, it is considered a meeting.

B. Persons Addressing the Board

1. Any person may address the board in open forum at any regular monthly board meeting at a time specified by the board president.
2. If the patron's request to address the board specifically identifies an agenda item, the board president shall ensure that the patron's comments are heard prior to action on the specific agenda item.
3. A patron must sign up on appropriate forms prior to the beginning of the meeting. The topic described on the form shall be complete and in sufficient detail as to determine appropriateness of the topic prior to addressing the board.
4. Patron comments may be on items listed on the agenda or other areas of school district operations but shall not include complaints or comments about employees or officials of the district.
5. Each patron will be limited to five minutes, with the total time allocation for the open forum audience participation limited to thirty minutes (unless the time is increased or decreased by a majority vote of the board).

6. The opportunity to participate in an open forum before the Scurry-Rosser ISD Board of Trustees is a privilege provided to the citizens of the Scurry-Rosser ISD. The privilege may be removed for an individual that chooses to abuse the privilege by attacking persons during the forum, using inappropriate language or demonstrating other actions deemed inappropriate by the board of trustees.

C. Response to Patrons Addressing the Board

1. Board members will listen attentively to comments.
2. The board president may ask the superintendent to clarify an item or individual board members may request clarification through the board president.
3. Board members will not respond to or enter into discussion with the audience during the forum.
 - a. Items on the agenda will be discussed as appropriate and scheduled on the agenda.
 - b. Items not on the agenda will not be discussed or responded to by board members.

D Non-allowable Comments by Board or Audience

1. The board **will not** entertain comments on individual personnel or officials in public session, including employees and board members.
2. The board **will not** entertain comments on individual students in public session.

E. Hearings

Hearings will be conducted according to existing board policies.

A. Board Meeting Procedures

The board shall be guided by parliamentary procedure as detailed in Robert's Rules of Order, Revised, or spelled out in adopted board policies.

1. All discussion shall relate to the business currently under deliberation.
2. The board president shall halt inappropriate discussion.
3. The board president shall:
 - a. Recognize members prior to their giving comments.
 - b. Be responsible for asking clarifying questions during hearings.

G. Town Meetings

1. Procedures for town meetings shall be determined on a case-by-case basis.
2. The board president, superintendent or designee shall lead town meeting discussions.

H. Discussion of Motions

1. The board president has the responsibility to keep the discussion to the motion at hand and shall halt discussion that does not apply to the business before the board.
2. The board president may make motions, second motions, and enter into debates.