

BOARD MEETINGS

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MEETING PLACE	Unless otherwise provided in the notice for a meeting, Board meetings shall be held at the Education Service Center administrative offices.
MEETING TIME	Regular meetings of the Board shall be held on the fourth Wednesday of even months at 2:00 p.m. unless otherwise provided by the Board. When determined necessary and for the convenience of members of the Board, the Chair may change the date or time of a regular meeting. The notice for that meeting shall reflect the changed date or time.
SPECIAL OR EMERGENCY MEETINGS	<p>The time and place of special and emergency meetings shall be as set out in the notice for the meeting.</p> <p>The Chair shall call a special meeting at the Chair's discretion or on request by three members of the Board.</p> <p>The Chair shall call an emergency meeting when it is determined by the Chair or three members of the Board that an emergency or urgent public necessity, as defined by law, warrants the meeting.</p>
AGENDA DEADLINE	The deadline for submitting items for inclusion on the agenda is noon of the tenth calendar day before regular meetings and noon 24 hours prior to the 72 hour deadline for posting for special meetings.
PREPARATION	<p>In consultation with the Chair, the Executive Director shall prepare the agenda for all Board meetings. Any member of the Board may request that a subject be included on the agenda for a meeting, and the Executive Director shall include on the agenda of any meeting all member-requested topics that have been timely submitted.</p> <p>Before the official agenda is finalized for any meeting, the Executive Director shall consult the Chair to ensure that the agenda and the topics included meet with the Chair's approval. In reviewing the preliminary agenda before posting, the Chair 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 Chair shall not have authority to remove from the agenda a subject requested by a Board member without that member's specific authorization.</p>
POSTING THE NOTICE	Notice of all Board meetings shall be posted at the ESC administrative offices at least 72 hours prior to the meeting.
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.

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CLOSED MEETING	<p>Notice of all meetings shall provide for the possibility of a closed meeting during an open meeting, as provided by law. [See BEC]</p> <p>The Board may conduct a closed meeting when the agenda subject is one that may properly be discussed in closed meeting. [See BEC]</p>
ORDER OF BUSINESS	<p>The order of business for regular 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.</p>
CONSENT AGENDA	<p>When the agenda is prepared, the Chair shall approve items, if any, that qualify to be placed on the consent agenda. A consent agenda shall include items of a routine and/or 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. All such items shall be acted upon by one vote without separate discussion, unless a Board member requests that an item be withdrawn for individual consideration. The remaining items shall be adopted under a single motion and vote.</p>
RULES OF ORDER	<p>The Board shall observe the parliamentary procedures as found in <i>Robert's Rules of Order, Newly Revised</i>, 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.</p>
VOTING	<p>Voting shall be by voice vote or show of hands, as directed by the Chair. Any member may abstain from voting, and a member's vote or failure to vote shall be recorded upon that member's request.</p>
MINUTES	<p>Board action shall be carefully recorded. 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 Chair and the Secretary.</p> <p>The Executive Director shall send copies of the minutes to each member of the Board prior to the next meeting of the Board.</p> <p>The official minutes of the Board shall be retained on file in the office of the Executive Director and shall be available for examination during regular office hours.</p>
DISCUSSIONS AND LIMITATIONS	<p>Discussions shall be addressed to the Chair and then the entire membership. Discussion shall be directed solely to the business currently under deliberation, and the Chair shall halt discussion that does not apply to the business before the Board.</p>

The Chair 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 Chair shall not interfere with debate so long as members wish to address themselves to an item under consideration.