



*Hastings Public Schools
Independent School District 200*

203.1PR SCHOOL BOARD MEETING PROCEDURES
(Combines 203.1PR, 203.2PR, 203.5PR, & 203.6PR)

I. PURPOSE

To define the board’s procedures for preparing agendas, conducting meetings and work sessions, and maintaining and publishing official records.

II. GENERAL STATEMENT OF PROCEDURE

School board meetings shall be structured to support orderly discussion, informed decision making, and transparent governance of district business.

III. AGENDA DEVELOPMENT & PREPARATION

Agendas ensure that school board meetings are organized, and focused on district business requiring board review or action.

- A. The board chair, vice chair, superintendent, and administrative assistant shall develop, and prepare the preliminary agendas for regular, special, and emergency meetings and agendas for work session;
 - 1. Work Session agendas will include “Items for Discussion”; and
 - 2. Regular Meeting agendas will include the “Order of Business” outlined in section XII.
- B. To ensure that committee meeting summaries, liaison updates, and student representative reports are attached to the preliminary agenda in BoardBook, each committee chair and board member liaison must submit documents by email to the district’s administrative assistant no later than 12:00 pm six (6) days before the scheduled regular meeting; and
- C. Board members may request that additional reports, and/or discussion topics be considered for placement on an upcoming agenda. Board members will strive to submit requests by email to the board chair and superintendent at least seven (7) days before the scheduled meeting or work session.

If a request is not included on the next meeting or work session agenda, the chair or superintendent will follow up with the board member regarding the status of their request.

IV. USE OF CONSENT AGENDA

The consent agenda is used for routine items. Items appropriate for the consent agenda may include, but are not limited to, approval of meeting minutes, bills payable, reports, contracts,

policies, and/or other routine business matters discussed by the board during previous meetings. These items may be grouped together and approved by the board with a single motion and vote.

Any board member may make a motion to remove an item from the consent agenda for separate discussion or action. No second or vote is required for this motion. The item will be removed from the consent agenda and placed under “Items for Individual Action”.

V. POSTED AGENDAS AND QUESTIONS FROM THE BOARD

The district’s administrative assistant will post agendas and supporting documents for board members in BoardBook at least five (5) days before each scheduled board meeting and work session. It may be necessary to add items to the agenda after it has been posted in BoardBook. The superintendent or designee will send an email informing board members of any additions or changes to the posted agenda.

- A. When supporting documents require significant preparation time to read and understand (i.e. employee contracts, curriculum, or instructional materials, etc.), board members may request to receive access to those documents in advance of the agenda posting. Requests should be emailed to the superintendent and the district administrative assistant;
- B. Board members are expected to read each meeting and work session agenda, including all supporting documents;
- C. If clerical errors are identified within the posted agenda or supporting documents, board members shall email the district’s administrative assistant and copy the superintendent to request correction of the error prior to the meeting. Clerical errors should not be addressed during the meeting;
- D. Board members are encouraged to email questions related to agenda items to the superintendent as soon as possible, and ideally at least two (2) days prior to the meeting. The superintendent will review the question to determine whether the information is readily available. If the information is readily available, it will be shared by email with the full board. If the information is not readily available, the superintendent or designee will follow up with the board member regarding the status of the request; and
- E. At least one printed copy of the agenda, including supporting documents, shall be available in the meeting room for inspection by the public during all meetings and work sessions.

This provision does not apply to materials not classified by law as public, or to materials relating to the agenda items of a closed meeting

VI. ADOPTION OF THE PRELIMINARY AGENDA

Approval of the preliminary agenda requires formal action by a majority vote of the board at

the start of each meeting.

- A. Prior to approval of the preliminary agenda, any board member may make a motion to propose amendments to add, revise, or remove items. The motion to amend requires a second and a simple majority vote.
- B. A motion to amend the agenda after it has been adopted, requires a second and an affirmative two-thirds vote.

VII. QUORUM

The school board may take official action only at meetings where a quorum is present. A quorum consists of four or more of the seven elected board members.

In the absence of a quorum, the board may adjourn or recess the meeting for the purpose of obtaining a quorum.

VIII. RULES OF ORDER AND REGULAR MEETING OPERATIONS

Regular board meetings are meetings at which the board convenes as a whole to consider and take action on district business.

- A. The chair shall preside over all meetings and shall have the same rights and responsibilities as each board member, including the right to vote on all issues;
- B. Modifications to the order of business may be made through a motion to amend the agenda, which requires a second and approval by a simple majority vote;
- C. Members need not rise but must be recognized by the chair before speaking;
- D. On rare occasions, the chair may allow discussion or debate before a motion is made;
- E. Motions requiring a second must receive a second before discussion may occur. If a motion does not receive a second the chair may:
 - 1. Declare that the motion fails for lack of a second; or
 - 2. Provide the second.
- F. Members may speak to the motion, by raising their hand and being recognized by the chair;
- G. Once a member has the floor, no other member shall interrupt;
- H. The board shall discuss and vote on each action item one motion at a time. Once a motion has received a second, discussion shall be limited to the motion currently before the board;

- I. Prior to calling for a vote, the chair shall restate the motion;
- J. Votes shall ordinarily be taken by voice vote unless otherwise required by law, board policy, or parliamentary procedure;
- K. Roll-call votes required by Minnesota Statute

The school board shall conduct voting by roll call in the following circumstances:

- 1. Meetings conducted using interactive technology or remote participation, when required by Minnesota Open Meeting Law;
- 2. Actions for which Minnesota statute expressly requires a roll-call vote; and
- 3. Action to terminate the contract of a teacher who has completed the probationary period, as required by Minnesota law.

- L. Roll-call votes required by board policy or parliamentary procedure

The school board may conduct voting by roll call in the following circumstances:

- a) Adoption of resolutions;
- b) Certain personnel matters;
- c) Approval of contracts above a threshold established by board policy; and
- d) Upon request of a board member.

The clerk shall determine the order in which names are called for roll call votes.

- M. A motion passes upon receiving a majority of the votes cast by members present, unless a greater vote is required by law. Board members may abstain from voting, typically due to a conflict of interest or insufficient information. An abstention shall not count as a vote for or against the motion;
- N. The chair shall announce the results of each vote;
- O. The reading of a resolution may be waived by board action through the original motion or by amendment to the motion;
- P. A ruling of the chair may be appealed pursuant to Roberts Rules of Order; and
- Q. The chair may call a recess to restore order to the meeting or for other necessary purposes.

IX. WORK SESSIONS

Work sessions are when the board meets as a whole to consider and discuss upcoming district

business. No formal action is taken during a work session. The board may receive detailed reports and recommendations. Board members should utilize this time to ask clarifying questions, have thorough discussions, and request additional information.

X. SCHEDULE OF REGULAR MEETINGS & WORK SESSIONS

A schedule of the board’s regular meetings and work sessions shall be approved during the Organizational Meeting in January. The schedule shall be posted on the bulletin board in the district office and will also be available on the district’s website.

See ISD 200’s Board Member Handbook for Organizational Meeting details.

XI. ORDER OF BUSINESS - REGULAR BOARD MEETINGS

1. Call to order	Community Collaboration Committee
2. Pledge of Allegiance	Facilities Committee
3. Approval of Agenda/Table File	Finance Committee
4. Recognition of Visitors	NAPAC Liaison
5. Raider Spotlight	Student School Board Committee
6. Public Comments	Policy Committee
7. Reports, Updates and Discussions	Policies
Student Representatives	8. Action Items
Superintendent Report	Consent Agenda
Administrative Reports	Item for Individual Action
Liaison & Committee Updates	9. Future Meetings
ISD 917 School Liaison	10. Adjournment
AMSD School Liaison	

- Legal References:** *Minn. Stat. Ch. 13D (Open Meeting Law)*
Minn. Stat. § 122A.40 (Employment Contracts, Termination)
Minn. Stat. § 123B.09 (Boards of Independent School Districts)
Minn. Stat. § 123B.14 (Officers of Independent School Districts)
Minn. Stat. § 331A.01(Definitions)
Minn. Stat. § 471.88 (Exceptions)

Cross References: *ISD 200 Policy 203 (Operation of the School Board - Governing Rules)*
ISD 200 Policy 204 (School Board Meeting Minutes)
ISD 200 (Board Member Handbook)

Reviewed: 05.28.2026

Adoption: