

BOARD OF TRUSTEES

Policy 1022

Agendas and Processes

The Board will abide by all rules of the Idaho Open Meetings Law, and the Board Clerk shall keep written minutes of all open Board meetings.

All meetings of the trustees, with the exception of emergency meetings, require a written agenda. The agenda normally is prepared by the superintendent and approved by the chair prior to distribution.

Except in emergencies, agendas will be emailed ~~or delivered~~ to each trustee, to arrive at least forty-eight (48) hours in advance of the meeting and will be available to any citizen for review in the office of the superintendent or on the McCall-Donnelly Jt. School District #421 website twenty-four (24) hours in advance.

The order of the agenda will be:

1. Call to order.
2. Pledge of Allegiance
3. Announcement of changes/additions to the agenda.
4. Awards and Recognition
5. Audience and Communication
6. Consent Agenda
7. Reports
8. Action items.
- ~~9. Board Trustees/Superintendent Comments~~
10. Executive sessions if called.
11. Adjournment.

The chair may move any agenda item in the order of business by his/her volition or by request and consensus of trustees present.

The consent agenda consists of those items considered to be routine and/or repetitive in nature. Any consent agenda item may be removed from that agenda on request of any trustee.

The Board will conduct its meetings and order of business using general rules of parliamentary procedure for small boards. Should a question on parliamentary procedure arise at any meeting, the most current edition of *Robert's Rules of Order* will be used as a guide.

The Board will accept in-person public comment at every regular meeting before action is taken on District business, including the consent agenda, except the Board may take up

public comment on items not related to the Board's agenda at another specified time during the meeting. The Board may take action to approve an agenda prior to public comment. Our rules for patron comment are outlined in Policy 1021. The Board may accept public comment at Special Meetings on items that warrant input. No public comment will be allowed on items that require an executive session as outlined in Idaho Code 74-206, including but not limited to, subject matter that includes personnel, students, pending litigation, or other items that are deemed confidential by Idaho Law.

Policy History:

Adopted: June 2013

Adopted: January 2026