



# UNITED INDEPENDENT SCHOOL DISTRICT AGENDA ACTION ITEM

**TOPIC** First Reading of Policy BE (LOCAL) – Board Meetings

**SUBMITTED BY:** Juan J. Cruz **OF:** School Attorney

**APPROVED FOR TRANSMITTAL TO SCHOOL BOARD:** \_\_\_\_\_

**DATE ASSIGNED FOR BOARD CONSIDERATION:** July 20, 2011

**RECOMMENDATION:**

It is recommended that the United ISD Board of Trustees approve First Reading of Policy BE (LOCAL) – Board Meetings

**RATIONALE:**

**BUDGETARY INFORMATION**

**BOARD POLICY REFERENCE AND COMPLIANCE**

BOARD MEETINGS

BE  
(LOCAL)

**MEETING PLACE** Unless otherwise provided in the notice for a meeting, Board meetings shall be held at the Student Activity Center.

**MEETING TIME** Regular meetings of the Board shall be held on the third Wednesday of each month beginning at 6:00 p.m., with public comments followed by the regular Board meeting agenda items. The executive session items shall be considered at the end of the regular action items. When determined necessary and for the convenience of Trustees, the Board President 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** The time and place of special and emergency meetings shall be as set out in the notice for the meeting.

The President of the Board shall call special meetings at the President's discretion or on request by three members of the Board.

The President shall call an emergency meeting when it is determined by the President or three members of the Board that an emergency or urgent public necessity, as defined by law, warrants the meeting.

**AGENDA DEADLINE** All Trustee-requested agenda items shall be discussed and considered at the business and/or instructional committee meetings prior to the inclusion of the items on the Board's regular and/or special meeting agenda. Agenda items that are not discussed and considered at the business and/or instructional committee meetings shall not be placed on the agenda unless an emergency exists that requires the inclusion of the agenda items on the Board agenda.

The deadline for submitting items for inclusion on the agenda is noon of the seventh calendar day before the regularly scheduled committee meetings, and noon of the seventh calendar day before special meetings to allow the administration to prepare documentation.

**PREPARATION** In consultation with the Board President, the Superintendent shall prepare the agenda for all Board meetings. Trustees must submit a request to the Board President and Superintendent that a subject be included on the agenda for a meeting.

Before the official agenda is finalized for the regular Board meeting, the Superintendent shall consult the Board President to ensure that the agenda and the topics included meet with the President's approval. In reviewing the preliminary agenda, the President shall ensure that any topics the Board or any three Trustees have requested to be placed on the Instructional or Business meeting agenda to be addressed are either on that agenda or scheduled for

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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 three Trustees without those Trustees' specific authorization.

POSTING /  
DISTRIBUTION

Agendas of all Board meetings shall be posted in the central office and on all District campuses. The Superintendent or designee shall distribute the agenda to all District campuses at the time the agenda is posted in the central office.

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.

CLOSED MEETING

Notice of all meetings shall provide for the possibility of a closed meeting during an open meeting, as provided by law. [See BEC]

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, Newly Revised*, 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.

VOTING

Each Board member's vote, or failure to vote, shall be recorded in the following manner:

1. Unanimous, when all vote "aye."
2. Names of persons who vote "aye."
3. Names of persons who vote "nay."
4. Names of persons abstaining.

If at a regular meeting a motion ends in a tie vote, only by a majority vote of all members present can this motion be considered in a second regular meeting.

CONSENT AGENDA

When the agenda is prepared, the committee chairpersons shall recommend to the Board President and Superintendent items that qualify to be placed on the consent agenda. ~~A consent agenda shall include items of a routine and/or recurring nature grouped to-~~

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~~gether 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 by one vote of the Board.

MINUTES

Board action shall be carefully recorded by the secretary 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 President and the Secretary of the Board.

The official minutes of the Board shall be retained on file in the office of the Superintendent and shall be available for examination during regular office hours.

DISCUSSIONS AND  
LIMITATION

Discussions shall be addressed to the President of the Board 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 the Board has agreed to a time limitation for discussion of an item, and that time limit has expired. Aside from these limitations, the President shall not interfere with debate so long as members wish to address themselves to an item under consideration.

Board members shall turn off all electronic devices, including pagers and cellular phones, during open or closed sessions.