

## **8095 - Procedures During Meetings**

The Chairperson shall preside at all meetings of the School Board. In the absence of that officer, the Vice Chairperson shall conduct the meeting.

The order of business that shall be followed is delineated in the School Board's By-Laws. When questions of order arise, procedures shall be in accordance with Robert's Rules of Order, Newly Revised.

In addition to a written record of the proceedings, a tape recording shall be made and kept on file for reference for a period of six months.

School Board members and other participants in Executive Closed Session meetings are prohibited from bringing or using a recording device during such meetings.

The Chairperson has it within his/her power to keep discussions orderly and shall allow speakers to be heard only after they have received the consent of the Chairperson. At the proper time proponents for both sides of an issue may be given an opportunity to be heard.

Adopted: 06-09-70 ISD 709

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06-20-95

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