

AR 8320 Meetings

Note: The following sample regulation is based on material from the Lower Yukon School District and may be revised or deleted as needed.

Regular Meetings

Regular meetings will be held monthly at a regular date, time and place to be determined by the Advisory School Council.

1. The Advisory School Council ~~should~~shall make the time and place of regular meeting a matter of public information and issue a public notice, to include agenda, at least five (5) days in advance.
2. The Advisory School Council meetings shall normally be held in the school. No meetings shall be held in businesses or private homes.
3. Five days notice ~~should~~shall be given for cancellation of the regular meeting during non-school months.

Special Meetings

1. All meetings called for a special purpose shall be considered as special meetings and are open to the public. Public notice shall be given 24 hours in advance.
2. Notice of a special meeting shall include a statement of the purpose of the meeting.
3. No business may be transacted other than that stated in the notice of the meeting.
4. Special meetings may be called by the chairperson upon request of two Advisory School Council members or the Principal/Lead Teacher.

Work Sessions

Work sessions or in-service training sessions may be held with 24-hour public notice given but no business may be transacted. Work sessions will be held in a public building.

Agendas

1. Agendas will be prepared by the Principal/Lead Teacher, at the direction of the Advisory School Council chairperson. An agenda shall be made available to each Advisory School Council member prior to each meeting.

2. Anyone wishing to address the Advisory School Council may request placement of an item on the agenda by contacting the Advisory School Council chairperson 24 hours in advance.
3. The chairperson shall give ample notice to a person who wishes to address the Advisory School Council of the time and place of the meeting.

Communications

1. All written communication addressed to the Advisory School Council shall be brought to the Advisory School Council's attention.
2. Written communications will be read at Advisory School Council meetings.
3. Lengthy documents, correspondence of a repetitive nature and reports may be summarized by the Secretary, ~~and made available for public reading.~~
4. Oral communications, whether a new subject, a report, or in support of a written communication or agenda item ~~may~~shall usually be limited to 5 minutes.
5. The chairperson shall have the power to maintain order at all meetings of the Advisory School Council or hearing held before it. Persons guilty of being rude, insolent, or contemptuous during any meeting of the Advisory School Council may be ordered to leave.
6. Following consideration of oral and written communication, the Advisory School Council shall direct the Principal/Lead Teacher or designee as to whether or not the subject shall be replied to, acted upon at the time, or scheduled for a future agenda.
7. As far as practical, the Principal/Lead Teacher or designee shall provide logistical and clerical support to the Advisory School Council.

Suggested Order of Business

1. Call to order
2. Roll call
3. Approval of minutes
4. People to be heard
5. Correspondence
6. Reports from committees

~~A. Assets~~

~~B. Activities Update~~

~~C. Awards~~

7. Administrative reports
8. Items for Advisory School Council Consideration
 - A. Old Business
 - B. New Business
9. Items for next meeting's agenda
10. Adjournment - Time and Place of next meeting.

Minutes

1. A record of Advisory School Council discussions is to be made in writing in sufficient detail to provide accurate information for later reference.
2. The official minutes shall be primarily concerned with definite recommendations.
3. Minutes shall indicate speaker, organization and topic. Reactions from Advisory School Council members, staff or public will not be reported except as they indicate solutions to problems addressed.
4. All unofficial minutes of the Advisory School Council shall be available to Advisory School Council members, staff, and the public no later than ten days following the meeting.
5. Copies will be made available by request in the Principal/Lead Teacher or designee's office.
6. ~~Legible copies~~Copies shall be sent to the Superintendent or designee who will present them to the School Board at its next regularly scheduled meeting.

Quorum

~~Each Advisory~~A majority of the number of filled positions on the Advisory School Council ~~shall determine what~~ constitutes a quorum.

Affirmative votes by a majority of the ~~members present~~Advisory School Council's membership are required to approve any action under consideration, regardless of the number of members present.

Motions

1. The vote on all recommendations shall be by voice.
2. When the number of ayes and nays is not clear, a member or the Chairperson may call for a roll call vote ~~for clarity~~in order to determine the prevailing side.
3. In a roll call vote the name of Chairperson shall be called last.
4. No member shall be entitled to vote on any matter in which he or she has any direct or indirect financial interest.

Committees

1. Committees may be appointed as needed by the Advisory School Council chairperson. Membership may be comprised of Advisory School Council members, community members, parents, teachers and students as deemed appropriate by the Advisory School Council chairperson.
2. Committees shall function as advisory only and concern themselves only with the special assignment from the Advisory School Council.
3. Advisory School Council members serving on such committees shall not speak for the Advisory School Council unless authorized to do so.
4. Committees shall report to the Advisory School Council Committee and shall terminate after their final presentation.
5. The committee chairperson will be appointed by the Advisory School Council chairperson.

Revised 11/03, 9/06

Reviewed 1/05

Adoption Date: 04/09/98

Southeast Island School District