

**Meeting Place and Time**

The notice for a Board meeting shall reflect the date, time, and location of the meeting.

**Regular Meetings**

Regular meetings of the Board shall be held monthly, ~~excluding the month of July~~. No agenda item shall be taken up after 10:30 p.m. unless unanimous consent of the Board members present is obtained. When determined necessary and for the convenience of Board members, 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.

An agenda review session in the form of a workshop may be held the week prior to the regular business meeting.

**Special or Emergency Meetings**

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

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

**Agenda**

Deadline

The deadline for submitting items for inclusion on the agenda is the tenth calendar day before regular meetings and the fifth calendar day before special meetings.

Preparation

In consultation with the Board President, the Superintendent shall prepare the agenda for all Board meetings.

Before the official agenda is finalized for any meeting, the Superintendent shall consult the Board President to ensure that the agenda and the topics included meet with the Board President's approval. In reviewing the preliminary agenda, the Board President shall ensure that any topics the Board or individual Board members have requested to be addressed are either on that agenda or scheduled for deliberation at an appropriate time in the near future. Items may be placed on the agenda by the Superintendent, the Board President, any Board member with approval of the Board President, or through a request by any two Board members.

Copies of the agenda shall be ~~available delivered~~ to all Board members prior to the meeting to allow sufficient time for Board members to study items appearing on the agenda.

Copies shall also be ~~available delivered~~ to each principal for posting on bulletin boards convenient to the public, to representatives of employee groups as requested, and to representatives of media as requested.

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<b>Notice to Members</b>	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 one hour prior to the time of an emergency meeting.
<b>Closed Meeting</b>	<p>Notice of all meetings shall provide for the possibility of a closed meeting during an open meeting, in accordance with law.</p> <p>The Board may conduct a closed meeting when the agenda subject is one that may properly be discussed in closed meeting. [See BEC]</p>
<b>Order of Business</b>	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.
<b>Rules of Order</b>	The Board shall observe the parliamentary procedures as found in <u>most current edition of Robert's Rules of Order for Small Boards.</u> <del>Robert's Rules of Order, Newly Revised</del> , 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	<p>Voting shall be by voice vote or show of hands, as directed by the Board President. <del>Any member may abstain from voting, and a member's vote or failure to vote shall be recorded upon that member's request. Whenever possible, the Board should work toward a consensus model of decision-making. Although t</del>There may be dissenting votes which are a matter of record, <del>However, once a majority decision has been made, as required by Board ethical standards in BBF (Local), all Board members should support the majority vote of the body corporate as .Although there may be dissenting votes, which are a matter of public record, each Board decision shall be an action by the whole Board as a whole and is are binding upon each member. Board members are strongly encouraged to state the reason why they are abstaining or voting "no" on an item</del> [See BDAA(LOCAL) for the Board President's voting rights]</p>
Consent Agenda	When the agenda is prepared, the Board President shall determine items, if any, that qualify to be placed on the consent agenda. A consent agenda shall include items of a routine and/or recurring nature grouped together 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 under a single motion and vote.

**Minutes**

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**Discussions and  
Limitation**

Board action shall be carefully recorded by the Board Secretary or District employee to provide clerical assistance to the Board. ~~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 Board President and the Board Secretary.

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. Final Board minutes shall also be posted on the District's website.

Discussions shall be addressed to the Board President 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 Board President shall not interfere with debate so long as members wish to address themselves to an item under consideration.