

**Board Policy Manual**  
**DeKalb County School District**

**Board Policy BC: Board Meetings**

**Status: DRAFT -**  
1st Reading

**Original Adopted Date:** 02/15/2012 | **Last Revised Date:** Pending | **Last Reviewed Date:** 08/20/2024

**Red Lined Version**

**All meetings under this policy shall will be in accordance with the open meeting requirements of the State of Georgia.**

**BOARD MEETINGS**

**I. Procedures for Board Meetings**

**A. Board Meeting Notification**

For all meetings of the DeKalb County Board of Education and any Board committee, a written notice stating the time, place, and date of the meeting shall be delivered to each member not less than 24 hours before the meeting.

All notices of regular Board meetings notices shall will be available to the general public, and posted to the board website, as well as posted in the lobby of the Board auditorium located at 1701 Mountain Industrial Boulevard, Stone Mountain, at least one week in advance, as well as on the Board website. before the meeting.

Written notice shall will be given at least 24 hours in advance of all other Board and committee meetings giving to include the time, place, and date of such meeting (1) to all Board of Education members, (2) to the official organ for legal announcements, district's legal organ, (3) by posting written notice in the lobby of the Board auditorium located at 1701 Mountain Industrial Boulevard, Stone Mountain, GA, as well as (4) by posting on the Board website, and (5) to media representatives who have made a written request to receive such notices.

~~When special or emergency circumstances occur a meeting may be held and are so declared by the Board or committee, a meeting may be held with less than 24-hours' notice under special or emergency circumstances. The meeting Notice for the meeting will contain a list of upon giving such notice of the meeting and subjects expected to be considered at the meeting, as is reasonable under the circumstances. Written Notice will~~ shall be given (1) to the legal organ and organ, and (2) to any other media representative who has made a written request to receive such notices within the previous calendar year. The reason for holding the meeting within 24 hours and

the nature of the notice ~~will~~ shall be recorded in the minutes.

#### B. Board Meeting Agendas

~~The Chair and Superintendent shall will confer to develop the agenda for Board meetings. The Board meeting agenda shall be properly developed consistent with a good order of business. The agenda will shall include all matters expected to come before the bBoard or committee at such meeting. The agenda will shall be available upon request and shall will be posted at the meeting site, as soon as possible during the two-week period immediately prior to the meeting. far in advance of the meeting as reasonably possible, but shall not be required to be available more than two weeks prior to the meeting and will shall be posted, at a minimum, at some time during the two-week period immediately prior to the meeting. Failure to include on the agenda an item which becomes necessary to address during the course of a meeting will not preclude considering and acting upon such item if it becomes necessary to do so, the Board may consider and act on items not included on the agenda.~~

~~The agenda will shall be provided at least 24 hours prior to the meeting for members of the bBoard to have an opportunity to suggest items to be removed from or placed on the agenda and to ask for additional information on an agenda item. Board members will be provided with the agenda at least 24 hours in advance of the meeting for the purpose of asking for 1) items to be removed from the agenda, 2) items to be added to the agenda, and 3) additional information on the agenda item. The bBoard will shall has the option to use a consent agenda procedure when appropriate, and the agenda will shall be followed once approved. The bBoard will shall depart from the agenda only when it becomes necessary to do so as determined by the concurrence of a majority of the members present.~~

#### C. Rules of Order

Board meetings ~~will~~ shall be conducted according to Robert's Rules of Order Revised to the extent in conformance with state law. Board Policies ~~will~~ shall take precedence when in conflict with Robert's Rules of Order Revised.

The ~~Board attorney~~ General Counsel ~~will~~ shall act as parliamentarian.

#### D. Board Meeting Quorum

- E. ~~Four members of the Board shall constitute a quorum at any meeting, monthly or special. If a quorum is not present at a meeting, the meeting shall be adjourned and reconvened at the call of the Chair. At such a called meeting, if a quorum is present, any business may be transacted which might have been transacted at the originally scheduled meeting.~~

~~Four members of the Board shall will constitute a quorum at any meeting, monthly or special called board meeting. If a quorum is not present, the meeting shall will be adjourned and reconvened by the cChair at a time when a quorum is present.~~

†.

Formatted: Indent: Left: 0.5", No bullets or numbering



~~such~~ other times as needed. The Board may schedule work sessions as it deems appropriate.

Such meetings shall be in accordance with the open meeting requirements of the State of Georgia, and ~~T~~ these meetings ~~will~~ shall be designed for the preparation of ~~to prepare~~ the consent agenda for the Business Meeting, to address other policy and legislative matters and for in-depth presentations on school system operations. ~~It is the intent that Work Sessions are not designed for formal vote to be taken,~~ but if action is needed on an ~~board action is allowed for~~ emergency or time-sensitive item, specific action may be taken.

### C. Community Meetings

Community meetings providing for public comments ~~shall will~~ be conducted in accordance with Policy BCBI. Such meetings ~~shall will~~ be in accordance with the open meeting requirements of the State of Georgia.

### D. Special Board Meetings

Special meetings may be called for any purpose by the chair, the superintendent, or through the chair at the request of a majority of the board. ~~Special meetings of the Board for any purpose may be called by the Chair, by the Superintendent as secretary ex-officio to the Board, or through the Chair at the request of a majority of members. Such meetings shall be in accordance with the open meeting requirements of the State of Georgia.~~

### E. Executive Sessions

~~Executive session means a portion of a meeting lawfully closed to the public. In compliance with the open meeting requirements of the State of Georgia, no closed meetings of the bBoard or any committee of the bBoard will shall be devoted to the consideration, discussion or presentation of matters required by law to be presented, considered or discussed in open meetings. In the event that one or more persons in an executive session initiates a discussion that is not authorized by law, the cChair or presiding member will shall immediately rule the discussion out of order and all present will shall cease the questioned conversation. If one or more persons continue or attempt to continue the discussion after being ruled out of order, the chair-presiding officer will shall immediately adjourn the executive session. Reasons for closing the meeting include: Ccybersecurity plans, procedures, contracts, student discipline appeals, real estate acquisitions, individual personnel matters, pending or potential Litigations, or an other matters that are required or permitted by law to be addressed in closed meetings.~~

### A.F. Annual Board Retreats

At least once each year, the bBoard and the sSuperintendent will shall conduct a retreat to:

1. Assess the strengths and weaknesses of the District;
2. Consider any compelling problems or emerging issues;

Formatted: Font: Lato, 11 pt

Formatted: List Paragraph, Outline numbered + Level: 2 + Numbering Style: A, B, C, ... + Start at: 1 + Alignment: Right + Aligned at: 0.75" + Tab after: 1" + Indent at: 1"

Formatted: Font: Lato, 11 pt

Formatted: Font: Lato, 11 pt

Formatted: Font: Lato, 11 pt

Formatted: Font: Lato, 11 pt

Formatted: Font: Lato, 11 pt

Formatted: Font: Lato, 11 pt

Formatted: Font: Lato, 11 pt

Formatted: Font: Lato, 11 pt

Formatted: Font: Lato, 11 pt

Formatted: Font: Lato, 11 pt

Formatted: Outline numbered + Level: 3 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Right + Aligned at: 1.25" + Tab after: 1.5" + Indent at: 1.5"

3. Study and explore trends, opportunities, and anticipated challenges;
4. Develop and/or review goals;
5. Reflect on its educational and leadership philosophy and performance; and
6. Conduct a self-assessment of the Board's activities and operations.

Such retreat shall be held in accordance with the open meeting requirements of the State of Georgia.

#### G. Public Hearings

The Board will shall conduct provide periodic public forums from time to time, especially when dealing with controversial issues or matters of deep community concern, to receive input from citizens on policy issues, the educational program, and school administration. Such forums shall be in accordance with the open meeting requirements of the State of Georgia.

#### H. Committee Meetings

Ad hoc Board committee meetings shall held as set out in Board Policy BBC, Board Committees. Such meetings shall be in accordance with the open meeting requirements of the State of Georgia.

#### Policy Reference Disclaimer:

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

Note: To access the policy references, [CLICK HERE: State of Georgia Terms and Conditions](#) and close the LexisNexis tab, which will return you to the policy. Click on the links below to be taken to each specific code. **You should only have to do this one time per session.**

State	Description
O.C.G.A. 20-02-0058	<a href="#">Regular monthly meeting of local boards; adjournment; temporary presiding officer; notice of date; template for financial review; open meetings</a>
O.C.G.A. 50-14-0001	<a href="#">Open Meetings Act; notice; minutes; telecommunication conferences</a>
O.C.G.A. 50-14-0002	<a href="#">Open Meetings Act: Certain privileges not repealed</a>

O.C.G.A. 50-14-0003

[Excluded proceedings](#)

O.C.G.A. 50-14-0004

[Closed meeting procedures](#)

O.C.G.A. 50-14-0005

[Jurisdiction to enforce Open Meetings Act](#)

O.C.G.A. 50-14-0006

[Penalty for violation of Open Meetings Act; defense](#)

