Board Policy BC: Board Meetings

Status: DRAFT - 2nd Reading

Original Adopted Date: 02/15/2012 | **Last Revised Date:** 05/04/2015 | **Last Reviewed Date:** 07/30/2026

RED LINED VERSION

Board Policy BC- Board Meetings ~~BOARD MEETINGS~~

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

I. Board Meeting Procedures ~~Procedures for Board Meetings~~

A. **Board Meeting Notification**

1. Regular Board Meetings
All regular board meetings will be open to the public, posted on the board website, and posted in the lobby of the board auditorium located at 1701 Mountain Industrial Boulevard, Stone Mountain, at least one week prior to the meeting.
Written notice will be given at least 24 hours in advance of all board and committee meetings. The notice will include the time, place, and date of the meeting, and will be given:

   - To all board members;
   - To the district's legal organ;
   - To media representatives who have made a written request to receive such notices.

2. Emergency Board Meetings
A meeting may be held with less than 24 hours' notice under special or emergency circumstances. The meeting notice will include the subjects to be considered. Written notice will be provided to the legal organ and any media representative who has made a written request for such notices within the previous calendar year. The reason for holding the meeting within 24 hours and the nature of the notice will be recorded in the minutes.

I. B. Board Meeting Agenda
The chair and superintendent will develop the agenda for board meetings. The agenda will include all matters expected to come before the board or committee. The agenda will be made available upon request and posted at the meeting site as soon as possible during the two-week period immediately prior to the meeting. Board members will be provided with the agenda at least 24 hours in advance and may request:

- Items be removed from the agenda,
- Items be added to the agenda, and
- Additional information on agenda items.

Agenda items may be added with the consent of a majority of board members. The board may use a consent agenda. Items not included on the agenda may be considered if necessary, as determined by a majority of the members present.

C. Rules of Order
Board meetings will be conducted in accordance with Robert's Rules of Order Newly Revised, except when in conflict with state law or board policies. Board policies will take precedence when in conflict.

The general counsel will act as parliamentarian.

D. Quorum
Four members of the board will constitute a quorum. If a quorum is not present, the meeting will be adjourned and reconvened by the chair when a quorum is present.

E. Electronic Participation of Matters
As long as a quorum is physically present, members may participate by teleconference if necessary due to health reasons or absence from the jurisdiction. The board chair may approve teleconference participation if sufficient reason is provided in accordance with the Open Meetings Act.
Absent emergency conditions or a physician's written opinion that health reasons prevent physical presence, no member may participate by teleconference more than twice in one calendar year. No meeting will include a majority of members participating electronically. Any state law provisions that conflict with this section will take precedence.

F. Voting Method
All members present, whether in person or by teleconference, may vote. Proxy voting is not permitted.

II. TYPES OF BOARD MEETINGS

A. **Business Meetings**
The board will hold a business meeting each month at a time and date determined annually in January and announced by advertisement in two consecutive issues of the district's official legal organ. The schedule may be modified as allowed by law.
The first board meeting each January will address organizational matters, including the election of a chair and vice-chair, affirmation of compliance with Board Policies BH, and any other items required by law or policy.

B. **Work Sessions**
The board will hold a work session on the same day as the business meeting and at other times as needed. Work sessions are intended for consent agenda preparation, policy and legislative matters, and in-depth presentations on operations. Formal votes are taken only in the case of emergency and time-sensitive items.

C. **Community Meetings**
Community meetings, including public comment, will be conducted in accordance with Policy BCBI and state open meeting requirements.

D. **Special Meetings**
Special meetings may be called by the chair, the superintendent, or by the chair at the request of a majority of board members.

E. **Executive Sessions**
An executive session is a portion of a meeting lawfully closed to the public. The board may convene into executive session only for purposes authorized by law, including but not limited to:

- Student discipline appeals;
- Real estate matters;
- Personnel matters;
- Pending or potential litigation; added by Cheryl McEwan on May 21
- Cybersecurity plans, procedures, or contracts; and
- Any other matters authorized by law.

A majority vote of board members present is required to convene into executive session. The presiding officer will ensure that discussions remain within the scope permitted by law. If discussion strays outside permitted topics, the presiding officer will rule the discussion out of order. If the conversation continues, the presiding officer will adjourn the executive session.

Minutes will be maintained for all board meetings, including the time, date, place, members present, and the vote to enter and exit executive session. Confidential discussions held during executive sessions will not be recorded in detail but will be referenced in accordance with state law.

Following each executive session, the presiding officer and the board secretary will execute and file an affidavit, affirming that the session was devoted only to matters lawfully exempt from public disclosure. The affidavit will be included in the official meeting minutes and maintained as part of the district's permanent records.

F. **Board Retreats**

At least once each year, the board and superintendent will conduct a retreat to:

- Assess the strengths and weaknesses of the district;
- Consider compelling problems or emerging issues;
- Study and explore trends, opportunities, and anticipated challenges;
- Develop and review goals;
- Reflect on its educational and leadership philosophy and performance; and
- Conduct a self-assessment of board activities and operations.

G. **Public Hearings**
The board will provide periodic public forums to receive input from citizens on policy issues, the educational program, and school administration.

~~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 shall be available to the general public, and 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.~~

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

~~When special or emergency circumstances occur and are so declared by the Board or committee, a meeting may be held with less than 24-hours' notice upon giving such notice of the meeting and subjects expected to be considered at the meeting as is reasonable under the circumstances. Notice shall be given to the legal organ and 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 shall be recorded in the minutes.~~

A. ~~**Board Meeting Agendas**~~

~~The Board meeting agenda shall be properly developed consistent with a good order of business. The agenda shall include all matters expected to come before the Board or committee at such meeting. The agenda shall be available upon request and shall be posted at the meeting site, as 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 shall be posted, at a minimum, at some time during the two-week period immediately prior to the meeting.~~

~~The agenda shall be provided at least 24 hours prior to the meeting for members of the Board 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. The Board shall use a consent agenda procedure when appropriate, and the agenda shall be followed once approved. The Board 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.~~

B. ~~**Rules of Order**~~

~~Board meetings shall be conducted according to Robert's Rules of Order Revised to the extent in~~

~~conformance with state law. Board Policies shall take precedence when in conflict with Robert's Rules of Order Revised.~~

~~The Board attorney shall act as parliamentarian.~~

C. **~~Board Meeting Quorum~~**

~~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.~~

D. **~~Electronic Participation of Board Members~~**

~~So long as a quorum is present in person, any members may participate in Board and committee meetings by teleconference if necessary due to reasons of health or absent from the jurisdiction. Members present at a duly constituted meeting of the Board must approve a member's request for participation under the provisions of this Section E. Such participating member shall be included in votes recorded during the meeting. Absent emergency conditions or the written opinion of a physician or other health professional that reasons of health prevent a member's physical presence, no members shall participate by teleconference more than twice in one calendar year under this Section E.~~

~~There shall not be a majority of the Board members participating in any Board or committee meeting by electronic communication. Any provisions under state law which contradict the foregoing shall be controlling.~~

E. **~~Voting Method~~**

~~All members present at a meeting, whether physically or electronically participating under Section E above, shall be eligible to vote. There shall be no representation by proxy of any Board member at any meeting.~~

F. **~~Types of Board Meetings~~**

   A. **~~Board Business Meetings~~**

   ~~There shall be a business meeting of the Board each month at a time and date determined annually by the Board and announced by advertisement in two consecutive issues of the official organ for legal announcements. Generally, Board Business Meetings shall be held on the first Monday of each month. The Board may modify this schedule as allowed by law.~~

   ~~Such meetings shall be in accordance with the open meeting requirements of the State of Georgia, and at these meetings the Board shall transact business properly brought before it.~~

   ~~If the date of a meeting falls on a legal holiday in Georgia, such meetings may be held on the next succeeding business day. The first meeting held in January of each year shall include any required organizational matters including, but not limited to, the election of a chair and vice-chair, affirmation of compliance with the Board ethics and conflict of interest policies and other items as required by law or policy.~~

   B. **~~Board Work Sessions~~**

   ~~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 these meetings shall be designed for the preparation of 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, but if action is needed on an emergency or time-sensitive item, specific action may be taken.~~

C. ~~**Community Meetings**~~

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

D. ~~**Special Board Meetings**~~

~~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**~~

~~In compliance with the open meeting requirements of the State of Georgia, no closed meetings of the Board or any committee of the Board 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 Chair or presiding member shall immediately rule the discussion out of order and all present shall cease the questioned conversation. If one or more persons continue or attempt to continue the discussion after being ruled out of order, the presiding officer shall immediately adjourn the executive session.~~

F. ~~**Annual Retreat**~~

~~At least once each year, the Board and the Superintendent shall conduct a retreat to:~~

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