

Procedure 1500P-Procedure(1): Board Meeting Procedure

Status: DRAFT - 1st
Reading

Original Adopted Date: 11/14/2016 | **Last Revised Date:** 11/12/2018 | **Last Reviewed Date:** 11/12/2018

SECTION 1. AGENDA

1.1 The foundation of a productive meeting is a well-planned agenda. With the modern complexities of school board work and the amount of time donated by Trustees, it is incumbent that the Caldwell School District Board of Trustees use their time efficiently and effectively when meeting in an official capacity. The agenda must be provided prior to the meeting time, outlining the items to be considered during the meeting. The agenda should be devised to preclude the Trustees from having to make a spontaneous decision on any matter, while respecting Trustees' time on relatively routine matters. Trustees are entitled to knowledge regarding agenda items in order to make competent decisions that can be defended in public and are in the best interest of the District.

1.2 Requests for Placement of Items on the Agenda

1.2.1 The agenda for any Caldwell School District Board meeting shall be prepared by the Superintendent and Board Chairperson. Other Trustees may be consulted if needed or requested.

1.2.2 All requests for placement on the agenda, other than regular business items, must be submitted to the Clerk of the Board no later than five (5) days prior to the posting of the agenda.

1.2.3 Items of urgency within the five (5) days before the agenda is posted may be submitted, if two (2) or more Trustees contact the Superintendent or Board Chairperson to make the request to add the item to the agenda. The Superintendent and Board Chairperson may also submit items of urgency before the posting of the agenda before a board meeting when warranted.

1.2.4 Patron requests for placement of an item on the agenda will be referred to the Superintendent or Board Chairperson for initial review:

- a. The request shall be made in writing and include the reason for the request.
- b. The Superintendent and Board Chairperson will determine if the request should be addressed by the Board, or by administration.
- c. If the request is approved, the item may be placed on the agenda for discussion at either a board work session or at a regular scheduled board meeting.
- d. The person submitting the request will be notified of the decision by the Superintendent.

1.2.5 Individuals/patrons wishing to make brief comments about items on the agenda may participate during public input at the regularly scheduled Board meetings adhering to the Rules and Protocol for Public Input.

SECTION 2. REGULAR MEETING AGENDAS

2.1 A forty-eight (48) hour agenda notice shall be required in advance of each regular meeting. All meeting notices and agendas must be posted on the District website and in a prominent place at the District Office, on the District website, or at the building where the

meeting is to be held.

SECTION 3. SPECIAL MEETING AGENDAS

3.1 Special meetings require a twenty-four (24) hour meeting and agenda notice. The agenda notice shall include at a minimum the meeting date, time, and place. The Board Clerk/designee shall maintain a list of the news media requesting notification of meetings and shall make a good faith effort to provide advance notification to them of the time and place of each meeting. All meeting notices and agendas must be posted on the District website.

SECTION 4. AMENDING AGENDAS

4.1 An agenda may be amended provided that a good faith effort is made to include, in the original agenda notice, all items known to be probable items of discussion.

4.1.1 Amending the Agenda More than forty-eight (48) Hours Before a Regular Meeting or Twenty-Four (24) Hours Before a Special Meeting: If an amendment to an agenda is made after an agenda has been posted but forty-eight (48) hours or more prior to the start of a regular meeting, or twenty-four (24) hours or more prior to the start of a special meeting, then the agenda is amended upon the posting of the amended agenda.

4.1.2 Amending the Agenda Less than forty-eight (48) Hours Before a Regular Meeting or twenty-Four (24) Hours Before a Special Meeting: If an amendment to an agenda is proposed after an agenda has been posted and less than forty-eight (48) hours prior to a regular meeting or less than twenty-four (24) hours prior to a special meeting but prior to the start of the meeting, the proposed amended agenda shall be posted but shall not become effective until a motion is made at the meeting and the Board votes to amend the agenda.

4.1.3 Amending the Agenda After the Start of a Meeting: An agenda may be amended after the start of a meeting upon a motion that states the reason for the amendment and states the good faith reason the agenda item was not included in the original agenda posting.

SECTION 5. NEGOTIATION MEETING NOTICES

5.1 Notice of all negotiation sessions between the District and the local education organization shall be posted at the earliest time practicable on the District's website. Additionally, if time permits, the District shall post notice of the negotiation sessions within twenty-four (24) hours at a prominent place at the District Office or at the building where the meeting is to be held.

SECTION 6. ORDER OF BUSINESS

6.1 The order of business will be determined by the Board Chairperson and Superintendent with input from the Board. Upon consent of the majority of the members present, the order of business at any meeting may be changed. **The Board shall accept public comment before it takes action on any District business.**

SECTION 7. CONSENT AGENDA

7.1 To expedite business at a Board meeting, the Board approves the use of a consent agenda, which includes those items considered to be routine in nature. Any item which appears on the consent agenda may be removed by a Member of the Board. It is strongly suggested that any Board Member who wishes to remove an item from the consent agenda give advance notice in a timely manner to the Board Chairperson and

Superintendent. The remaining items will be voted on by a single motion. The approved motion will be recorded in the minutes, including a listing of all items appearing on the consent agenda.

SECTION 8. ACTION ITEMS

8.1 All agenda items that require a vote shall be identified on the agenda as such. Final action may not be taken on any agenda item added after the start of a meeting unless an emergency is declared necessitating action at that meeting. The declaration and justification shall be reflected in the Board minutes.

SECTION 9. MINUTES

9.1 The Clerk shall keep written minutes of all open Board meetings. The minutes shall include:

9.1.1 The date, time, and place of the meeting;

9.1.2 The presiding officer;

9.1.3 Board Members recorded as absent or present;

9.1.4 All motions, resolutions, orders, or ordinances proposed and their disposition;

9.1.5 The results of all votes, and upon the request of a Member, the vote of each Member, by name;

9.1.6 Legal basis for recessing into executive session; and

9.1.7 Time of adjournment.

9.2 When issues are discussed that may require a detailed record, the Board may direct the Clerk to record the discussion verbatim. (See Policy 1525 - Board Meeting News Coverage)

9.3 Unofficial minutes shall be delivered to Board Members in advance of the next regularly scheduled meeting of the Board. Minutes need not be read publicly, provided that Members have had an opportunity to review them before adoption. A file of permanent minutes of Board meetings shall be maintained in the office of the Clerk, to be made available within a reasonable period of time after a meeting for inspection upon the request.

SECTION 10. MINUTES OF EXECUTIVE SESSION

10.1 The Clerk shall keep written minutes of executive session. Said minutes shall be limited to a specific reference to the Idaho code subsection authorizing the executive session and sufficient detail to provide the general subject matter to identify the purpose and topic of the executive session. The roll call vote to go into executive session shall be recorded in the minutes. The minutes shall not contain information that would compromise the purpose of going into executive session.

SECTION 11. MINUTES OF NEGOTIATION SESSIONS

11.1 In all negotiation sessions between the District and the local education organization, the District shall cause to be taken written minutes. All documentation exchanged between the parties during a negotiation session, including all offers and counter-offers, shall be retained by the District and shall be subject to public writings disclosure laws.

SECTION 12. QUORUM

12.1 No business shall be transacted at any meeting of the Board unless a quorum of the Members is present. A majority of the full membership of the Board shall constitute a quorum, a majority of the quorum may pass a resolution. However, in the event of one or more vacancies on the board exist in accordance with Policy 1140, a quorum is permitted if a majority of the remaining members of the board are present.

SECTION 13. MEETING CONDUCT AND ORDER OF BUSINESS

13.1 General rules of parliamentary procedure are used for every Board meeting. The most current edition of Robert's Rules of Order shall be used as a guide at any meeting. The order of business shall be reflected on the agenda. The use of proxy votes shall not be permitted. Voting rights are reserved to those Board Members in attendance. Voting shall be by acclamation or show of hands. The Board shall adopt a board operating protocol and rules of procedure, and make it available for patrons at all Board meetings.

SECTION 14. RECALL OF SCHOOL TRUSTEES

14.1 In the event one or more Board members are subject to a recall election, those Board member(s) shall not vote on any of the following action items until after the certification of the recall election results:

- a. Action items that would alter the structure of the Board; or
- b. Action items that would create a new contractual or financial obligation for the District.

14.2 This prohibition shall apply to all Board members who are subject to the recall election, regardless of the result of the election, and it shall apply from the date of the recall election until the results are certified. These Board members may participate and vote in all other routine matters.

Idaho Code § References

	Description
33-510	Annual Meetings - Regular Meetings - Board of Trustees
74-202	Open Public Meetings - Definitions
74-203	Governing Bodies - Requirement for Open Public Meetings
74-204	Notice of Meetings - Agendas
74-205	Written Minutes of Meetings
74-206	Executive Sessions - When Authorized
74-206A	Negotiations in Open Session