

BOARD MEETINGS

BE
(LOCAL)

Meeting Place and Time	Board meetings shall be held during a time that is outside of typical work hours. [See FA(LEGAL)] The notice for a Board meeting shall reflect the date, time, and location of the meeting.
Regular Meetings	Regular meetings of the Board shall normally be held on the third Monday of each month at 6:00 p.m. When determined necessary and for the convenience of Board members, the Board President, in collaboration with the Superintendent, may change the date, time, or location of a regular meeting with proper notice.
Special or Emergency Meetings	In collaboration with the Superintendent, the Board President shall call special meetings at the Board President's discretion. The Board President shall call an emergency meeting when it is determined by the Board President in collaboration with the Superintendent that an emergency or urgent public necessity, as defined by law, warrants the meeting.
Agenda	The deadline for submitting items for inclusion on the agenda is the 10th calendar day before regular meetings and the 10th calendar day before special meetings.
Deadline	
Preparation	In consultation with the Board President, the Superintendent shall prepare the agenda for all Board meetings. The Board President may approve the agenda for special or emergency meetings of the Board. Members of the Board shall be given notice of regular and special meetings at least three business days prior to the scheduled date of the meeting and at least one hour prior to the time of an emergency meeting. For regular Board meetings, the Superintendent shall ensure that all trustees receive the agenda and all supporting documentation at least ten days in advance of the scheduled meeting.
Board Member Questions	Trustees are expected to review the material sent and compile all questions to send to administration by the fifth calendar day before the meeting. The Superintendent and team will compile responses to Board member questions and provide those answers to all trustees at least two days before the scheduled meeting. All inquiries and responses will be visible in the posted agenda.
Board Member Agenda Item Requests	If three board members make a written request to the Superintendent's office to add a particular item to an upcoming agenda, the President will ensure that it is added to an agenda within the next 30 calendar days. Only the members who added the agenda item may remove it with unanimous agreement.

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Closed Meeting	Notice of all meetings shall provide for the possibility of a closed meeting during an open meeting, in accordance with law. The Board may conduct a closed meeting when the agenda subject is one that may properly be discussed in closed meeting. [See BEC]
Order of Business	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 the majority of Board members.
Rules of Order	The Board shall observe the parliamentary procedures as found in <i>Robert's Rules of Order, Newly Revised</i>, 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.
Record Vote	Voting on any item shall be a record vote by show of hands or roll call, as directed by the Board President. Any member may abstain from voting on an item, and a member's vote or failure to vote shall be recorded in the minutes. [See BDAA(LOCAL) for the Board President's voting rights]

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Consent Agenda The Consent Agenda will be used as a way of efficiently acting on routine or uncontroversial items. The Board will act on these items with a single vote, without discussion. All action items that were on the agenda at the time of its dissemination to the Board will begin on the Consent Agenda. Action items that are legally required to be adopted separately, or items added to the agenda at a later point shall not be placed on the Consent Agenda and will be acted on separately as an Action Item.	Any item may be pulled from the Consent Agenda at the written request of two trustees to the Board President and Superintendent. All written requests must be received by 5:00pm 24 hours prior to the Board meeting. Consent items being removed through this process will instead be placed as an Action Item. The Board President may pull an item from the Consent Agenda to be an Action Item at any time. Additionally, any individual Trustee may request items from the consent agenda for the sole purpose of abstaining or voting against the item. These items will not be eligible for additional discussion at the Board meeting. Board action shall be carefully recorded by the Board Secretary or 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 shall be posted on the District's website within 72 hours after the Board meeting in which the minutes were approved for the purposes of transparency and accessibility for all parents, community members, and tax payers within the District. [See CPC regarding retention of records.] 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. Discussion with the staff shall be directed to the Superintendent, unless a member of the staff is presenting at the podium. 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.
Minutes	
Discussions and Limitation	
Time Use Tracking	The Board recognizes that how it spends its collective Board time shows the community what its priorities are. Therefore, the Board will create processes to track what percentage of its time it spends directly tracking progress on or setting its stated priorities – Goals and Constraints. The Board strives to spend at least 50% of Board-authorized public meeting time focused on these priorities.