

### 0164.1 CONDUCT OF BOARD MEETING REGULATIONS

#### Board Member Review of Agenda

The draft agenda, together with supporting documentation, will be delivered electronically to each Board member on the Friday preceding the Board meeting and posted on Share Point as backup. Board members are encouraged to review the agenda in advance of the meeting. If Board members have any questions regarding an agenda item, they should consult with the appropriate member of the senior administration for clarification.

#### Removal of Items from the Consent Agenda

After consultation with administration, if a Board member wants to have an item pulled from the consent agenda, he/she shall make a request to either the President or Board Secretary and the item will be removed to the non-consent agenda. It is discouraged, but not prohibited, to remove items from the consent agenda at the meeting.

#### Action on the Consent Agenda

The Board will vote with one vote on the consent agenda in its entirety without going through each series. Board members may note, at the time of their vote, any abstentions for a particular item.

#### Discussion Items

Board members are encouraged to advise either the President or Board Secretary of any discussion items to be included on the agenda. This will ensure that there is a meaningful and informed dialogue on discussion topics. New discussion items brought up for the floor are discouraged, but not prohibited, especially if it is an emergent matter.

#### Agenda Details

Each item on the agenda will contain details, if possible. For example, Superintendent's Report may list the topics of his/her report.

#### Committee Briefs

Board members should make an effort to limit Committee Briefs to three minutes, if possible.



# BYLAWS

## HOWELL TOWNSHIP BOARD OF EDUCATION

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### Public Comment

Comments from the public will be limited to a total of forty-five minutes and each speaker will be limited generally to three minutes. The Board President will have the right to lengthen or shorten a speaker's time in the best interests of the Board.

Dialogue between the speaker and members of the Board and administration is discouraged. All comments from Board members should be made through the President. Questions from a speaker should be referred to the appropriate administrator for an answer within a reasonable period of time.

Adopted: 03 January 2013

