

POLICY

2016

2120
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INTERNAL OPERATIONS

SUBJECT: USE OF PARLIAMENTARY PROCEDURE

The business of the Board of Education shall be conducted in accordance with the following principles:

- a) Rules of the Board will have precedence;
- b) The Board shall informally use the principles of parliamentary procedure as found in the latest edition of Robert's Rules of Order, Revised, except where in conflict with adopted Board policy.

Components of Board Meetings

Each Board meeting shall be conducted in an orderly manner which provides time for and encourages community involvement. The components of each regular meeting shall include, but may not be limited to:

1. Call to order
2. Attendance recorded by the Clerk
3. Pledge of Allegiance
4. Executive Session when appropriate and in accordance with Education Law
5. Approval of Minutes
6. Correspondence
7. Public Comments
8. Reports and information from the Board President
9. Reports and information from the Superintendent of Schools
10. Board Committee Reports
11. Open Board Discussion
12. Items of Action
13. Personnel Items
14. Proposed Agenda Topics
15. Adjournment

Except in emergencies, the Board shall not attempt to decide upon any question under consideration before examining and evaluating relevant information. The Superintendent shall be given an opportunity to examine and evaluate all such information, and to recommend action prior to the Board making a decision. If there are topics which arise that do not require further research or a formal resolution, and if a general agreement is reached by the Board on such issues, it will be reflected in the Board minutes as a consensus agreement.

The Board may adjourn a regular or special meeting at any place in the agenda providing that arrangements are made to complete the items of business on the agenda at a future meeting. The minutes shall make notice of the adjournment, and the reconvened session shall be considered an addition to these minutes

Commissioner's Decision Numbers
8018 and 8873
General Construction Law Section 41

Adopted: 5/5/16