

Adoption Date:	11/17/2014
Revision Date(s):	



Board Policy 1.3.2

Meetings

Parliamentary Authority

The Board recognizes that public schools belong to all the people, are supported by the people, and are designed to carry out the wishes of the people for the education of children, youth, and adults.

All Board meetings will be conducted in an orderly and business-like manner. It is the desire of the Board that meetings shall be formal enough for orderly procedure but informal enough to be natural and to encourage free discussion and promote group thinking and action. The Board desires to be cognizant of the problems, requests, complaints, and suggestions of members of the community, but it is necessary that the Board not allow the perusal of such material to interfere with diligent attention to the affairs of the school. The Board shall observe Robert's Rules of Order, Newly Revised, including group rules, in its deliberations in all cases in which it is not inconsistent with statute, regulations of the State Board, or Board procedures.

Notice

Notice of all open public Board meetings, including committee meetings and discussion sessions, shall be given by publication of the date, place, and time of such meetings in the newspaper(s) of general circulation as well as the school website, and the posting of such notice at the administrative offices of the Board.

Notice of regular meetings shall be given by publication and posting of a schedule showing the date, place and time of all regular meetings for the calendar year at least three (3) days prior to the time of the first regular meeting.

Notice of all special meetings shall be given by publication and posting of notice at least twenty-four (24) hours prior to the time of the meeting, except that such notice shall be waived when a special meeting is called to deal with an actual emergency involving a clear and present danger to life or property. The notice shall state the purpose of the meeting.

Notice of all rescheduled meetings shall be given by publication and posting of notice at least twenty-four (24) hours prior to the time of the meeting. Notice of all recessed or reconvened meetings shall be given by posting a notice of the place, date and time of meeting and sending

Adoption Date:	11/17/2014
Revision Date(s):	

copies of such notice to interested parties.

Notice of all public meetings shall be given to any newspaper(s) circulating in Northampton and Lehigh County and a radio or television station which so requests. Notice of all public meetings shall be given to any individual who so requests *and* provides a stamped, addressed envelope for such notification.

Notice of each regular Board meeting, along with the agenda, will be delivered to each Board member at least four (4) days prior to each meeting, except in cases of emergency.

Regular Meetings

All regular Board meetings shall be held on the 3rd Monday of every month at 6:00 p.m in Room 103 at the school unless otherwise designated, and upon agreement of the President and Vice-President that the best interests of the school would be served by moving to an alternate location.

Before actions by the Board are requested or recommended, the Board shall be provided with adequate data and back-up information to assist the Board in reaching sound and objective decisions consistent with established goals.

Board members shall be expected to read the information provided them, and to contact the CEO to request additional information that may be deemed necessary to assist them in their decision-making responsibilities.

Order of Business

The order of business for regular meetings shall be as follows, unless altered by the President:

- Call to order
- Pledge of Allegiance
- Roll Call
- Approval of minutes
- President's Comments
- Public Comment Re: Agenda Items
- Administrative Reports (Exec. Director, Principal,)
- Board Chair Reports (Financial, Personnel and Policy, Board Development & Advancement, etc.)
- Executive Session Reports
- Old Business
- New Business
- Public Comment Re: Non-Agenda Items
- Adjournment

Adoption Date:	11/17/2014
Revision Date(s):	

Agenda

Except in the case of emergency or special meetings, the agenda shall be in writing and distributed to the members prior to the business meeting to which they pertain. A reasonable number of written agenda shall be made available to the public attending the meeting. The agenda shall follow the order of business set forth above. The written agenda shall be in outline form with each action item having a distinct and separate alphabetic and numeric designation. Any supplementary agenda provided shall be numbered to coincide with the action items on the principal agenda.

Action items shall be arranged under the heading of the committee to which they pertain. Consecutively numbered action items under the heading of a single committee may be moved, considered, and voted upon as a group. Items may be regrouped upon motion after a division of at least one (1) action item. The Secretary shall record the vote on each item separately.

Any one (1) member may request an agenda item be moved, considered, and voted upon separately. A division of the house called for as a result of a dissenting vote pursuant to Section 8 of this policy shall immediately require the division and separate consideration of any motions grouped under this section.

Special Meetings

Special meetings shall be public and may be called for special or general purposes.

The order of business for special meetings shall be as follows unless altered by the President:

- Call to Order
- Roll Call
- Reading of Purpose of Meeting
- Approval of Agenda
- Public Comment
- Transaction of business for which meeting was called
- Adjournment

The board may meet via a conference call when a decision or discussion is time-bound and we are unable to meet face-to-face. All such minutes will be posted and we must have a quorum in order to vote.

Hearing of The Public

A member of the public present at a Board meeting may address the Board in accordance with law and Board policy and procedures.

Adoption Date:	11/17/2014
Revision Date(s):	

Media Coverage

Local news media representatives shall be welcome to attend all regular, special, and reorganization meetings of the Board.

Media representatives may obtain in advance a copy of the Board agenda for regular meetings.

Voting

All motions shall require for adoption a majority vote of those Board members present and voting, except as provided by statute or Board procedures.

All votes on motions and resolutions shall be by voice vote unless an oral roll call vote is requested by the President or another Board member. All votes concerning personnel shall be voted upon via individual roll call vote.

When the President has commenced taking a vote, no further debate or remarks shall be admitted.

Minutes

The Board shall cause to be made, and shall retain as a permanent record of the school, minutes of all open Board meetings. Said minutes shall be comprehensible and complete and shall show:

- a. The date, place, and time of the meeting.
- b. The names of Board members present.
- c. The presiding officer.
- d. The substance of all official actions.
- e. Actions taken.
- f. Recorded votes and a record by individual members of all roll call votes taken.
- g. The names of all citizens who appeared officially and the subject of their testimony.

Notations and any tape or audiovisual recordings shall not be the official record of an open public Board meeting and should be destroyed once they have served their purpose.

Adjournment

The Board may at any time recess or adjourn to an adjourned meeting at a specified date and place, upon the majority vote of those present. The adjourned meeting shall take up its business at the point in the agenda where the motion to adjourn was acted upon. Notice of the rescheduled meeting shall be given as required in this Board policy.

Adoption Date:	11/17/2014
Revision Date(s):	

Closed Sessions

The Board may hold a closed session, which is not an open meeting, before, during, or after an open meeting, or at some other time. The presiding officer shall announce the reason for holding the closed session; the announcement can be made at the open meeting prior to or after the closed session.

The Board may discuss the following matters in closed session:

- a. Personnel matters.
- b. Negotiations or arbitration.
- c. Purchase or lease of real estate.
- d. Conference with legal counsel regarding litigation in existence or anticipated.
- e. Legally protected confidential matters.

Official actions based on discussions held in closed session shall be taken at a public meeting.

Work Sessions

The Board may meet as a Committee of the Whole in an open meeting to vote on or to discuss issues. Public notice of such meetings shall be made.

A meeting of the Committee of the Whole, not regularly scheduled, may be called at any time by the President; the President shall call such a meeting when requested to do so by Board members. Public notice of the meeting shall be made in accordance with this Policy.

The Board Secretary shall provide notice of a meeting of the Committee of the Whole as per the notice provisions of Board procedures.

Committee Meetings

Committee meetings may be called at any time by the committee chairperson, with proper public notice, or when requested to do so by members of the committee. Unless held as an executive session, committee meetings shall be open to the public, other Board members, and the CEO.

A majority of the committee or the chairperson may invite Board employees, consultants or other persons who have special knowledge of the area under investigation. A majority of the total membership of a committee shall constitute a quorum.