

MEETING PROCEDURES

Background

The Mt. Lebanon School Board conducts meetings for the purpose of carrying on the official business of the School District. The Pennsylvania Sunshine Act allows districts to adopt rules and procedures for the conduct of public meetings. These rules are established by official action of the Board. Rules of procedure are within the control of the majority of the Board, and may be changed at any time by a majority vote.

Objective

The purpose of this policy is to establish the meeting procedures to be used in conducting Discussion, Business, and Special Meetings of the Mt. Lebanon School Board.

Policy

1. Agendas

- a. The agenda for Board meetings listing each matter that will or may be the subject of deliberation, whether or not a vote is to be taken, shall be prepared by the Superintendent, Board President and Vice President and shall be distributed with a notice of meeting to Board members at least three days before each Discussion and Business Meeting, and as early as practicable before each Special, Emergency and Executive Session. The agenda for any Regular or Special Meeting shall be posted on the School District website no later than twenty four (24) hours prior to the start of any such meeting. In addition, the agenda must be posted at the location of such meeting and at the administrative offices located at 7 horsman Drive, Pittsburgh, PA 15228. Agendas will be made available to those attending in person.
- b. Board members may suggest topics for the agenda by notifying the Board President and Superintendent at least one (1) week before the Discussion meeting.
- c. The Board will follow the order of business set up by the agenda unless the order is altered by a majority vote of the members present.
- d. The Board may take no official action of any matter that is not listed on the posted agenda except as follows, upon approval of a majority of those Board members present:
 - i. Emergency Matters - Emergency matters involving official action at a regular or emergency meeting relating to a clear and present danger to life or property, whether or not public notice was given for the meeting.
 - ii. Business Arising twenty four (24) hours Before Meeting - Where the matter (a) arises or is brought to the attention of the Board within the last twenty four (24) hours, and (b) the matter is “de minimis” in nature and does not involve spending funds or entering into a contract or agreement.
 - iii. Business Arising During Meeting - Where a business matter not listed on the agenda is brought up by a resident or taxpayer at the meeting, but only to refer the matter to staff for researching for inclusion on the agenda of a future meeting, or, if the matter

- is “de minimis” in nature and does not involve the expenditure of funds or entering into a contract or agreement.
- e. Changes to the Agenda - The Board may add a matter of District business to an agenda by a majority vote of those members present and voting at the meeting but shall announce the reasons for the change(s) to the Agenda at the meeting before any vote is conducted on the matter added to the Agenda. The District shall post the amended agenda on the District’s website, and at the administrative offices, 7 Horsman Drive, Pittsburgh, PA at which the agenda was changed for a period of at least 24 hours.
 - f. The agenda will be considered adopted by consent of the Board if no changes are recommended and approved at the start of the meeting unless an item is added as described above.
 - g. Routine items not requiring public discussion by the Board (“consent agenda”) may be adopted by one single motion. A Board member may request to remove an item from the consent agenda for individual discussion and consideration.

2. Order of Business - Business Meeting

- a. Call to Order
- b. Pledge of Allegiance
- c. Roll Call
- d. Minutes
- e. Reports
 - i. Board President
 - ii. Superintendent
 - iii. Student Congress (Business Meeting)
 - iv. Committees (As necessary)
 - v. Other
- f. Comments from residents and taxpayers who have previously arranged to speak regarding action agenda items.
 - i. Residents and taxpayers should arrange with the office of the Superintendent to be placed on the agenda by the Thursday noon preceding the meeting.
 - ii. Resident will be allowed to speak in the order in which the requests were received.
 - iii. The Board President will acknowledge residents and taxpayers and have them approach the microphone, or be recognized through remote attendance technology, where applicable, where the speaker will first provide his or her name and address.
 - iv. Comments will be limited to four (4) minutes unless modified by the presiding officer of the meeting.
 - v. In the event sufficient time is not available at any District meeting, public comment may be deferred to the next public meeting.
- g. Comments from residents and taxpayers who have not previously arranged to speak regarding action agenda items.
 - i. The Board President will acknowledge residents and taxpayers and have them approach the microphone, or be recognized through remote attendance technology, where applicable, where the speaker will first provide his or her name and address.

- ii. Comments will be limited to four (4) minutes unless modified by the presiding officer of the meeting.
- iii. In the event sufficient time is not available at any District meeting, public comment may be deferred to the next public meeting.
- h. Action Items-Unfinished Business
- i. Consent Agenda Items shall include all routine items such as minutes, personnel, recurring grants and proposals, payment of bills and other matters not requiring discussion. Any Board member may request an item be removed from the Consent Agenda for discussion prior to action.
- j. Action Items-New Business are issues that have been approved to be moved to action by the Board or topics deemed to require prompt action by either the Board President or the Superintendent.
- k. Comments from the Public—an opportunity for residents and taxpayers to address the Board. Speakers, whether in person or remote, will provide their name and address. Comments will be limited to five (5) minutes, and the Board may limit the total time allowed for all public comments.
- l. Adjournment by 11:00 p.m. unless rules suspended.

3. Rules of Order

- a. Parliamentary procedure not provided for in these rules or by law shall be determined by Robert's Rules or Order (newly revised).
- b. The President of the Board will preside at and conduct Discussion, Business and Special Meetings. In the absence of the President, the Vice-President will preside and conduct. In the absence of both the President and Vice-President, the board will elect a President pro tem who shall be authorized to act for the board until the President or Vice-President is available to so act. Committee chairpersons shall preside at and conduct committee meetings.
- c. A quorum shall be a majority of the members of the School Board.
- d. Voting
 - i. Unless otherwise provided by law, when a vote is taken upon any measure before the Board, with a quorum being present, a majority of the votes cast shall determine its outcome. A vote of "abstain" or "present" is counted for the purposes of determining whether a quorum is present. A vote of "abstain" or "present," however, is not counted as a "yea" or "nay" in determining whether a measure has been passed by the Board.
 - ii. All votes shall be publicly cast and in the case of roll call votes, recorded.
 - iii. When a tie vote exists on a motion, the motion will be declared to have failed.
 - iv. By law, the affirmative vote of a majority of **all** the members of the Board of school directors, whether or not present, duly recorded, showing how each member voted, shall be required in order to take action on the following subjects:
 - (1) Fixing length of school term.
 - (2) Adopting textbooks.
 - (3) Appointing or dismissing District superintendents, assistant District superintendents, associate superintendents, principals, and teachers.

- (4) Appointing tax collectors and other appointees.
 - (5) Adopting the annual budget.
 - (6) Levying and assessing taxes.
 - (7) Purchasing, selling, or condemning land.
 - (8) Locating new buildings or changing the locations of old ones.
 - (9) Dismissing a teacher after a hearing.
 - (10) Creating or increasing any indebtedness.
 - (11) Adopting courses of study.
 - (12) Establishing additional schools or departments.
 - (13) Designating depositories for school funds.
 - (14) Entering into contracts of any kind, including contracts for the purchase of fuel or any supplies, where the amount involved exceeds one hundred dollars (\$100).
 - (15) Fixing salaries or compensation of officers, teachers, or other appointees of the board of school directors.
 - (16) Entering into contracts with and making appropriations to the intermediate unit for the District's proportionate share of the cost of services provided or to be provided for by the intermediate unit.
- e. The Board may limit debate on any issue to such time, as it may deem wise and expedient in the efficient conduct of its business, with the concurrence of two-thirds of the members present.
 - f. The presiding officer will have the right of speaking to, offering and seconding motions, and voting on all items of business.
 - g. There will be no vote by proxy of any member of the Board at any time.
 - h. Rules of Order may be suspended at any meeting by majority vote of Board members present.

4. Minutes

- a. Written minutes shall be kept of all public meetings of the Board.
- b. Minutes shall include:
 - i. Date, time and place of the meeting,
 - ii. Members present
 - iii. The substance of official actions
 - iv. A record by individual member of roll call votes
 - v. A record of all motions, the member making the motion and the second
 - vi. The date, time and place of any meeting that is adjourned to another date
 - vii. Record of the disposition of all matters which the Board considered, but on which it did not take action
 - viii. Names and addresses of citizens who appeared officially and the subject of their commentary
- c. The minutes will become permanent records of the Board and will be in the custody of the Board Secretary.

- d. Copies of minutes of a meeting will be sent to the members of the Board before the meeting at which they are to be approved. Corrections in the minutes may be made at the meeting at which they are to be approved.
5. Recording devices may be used by persons attending meetings of the District in accord with rules and regulations adopted by the Board.

Communication

This policy shall be communicated to:

1. All Administrators
2. The Mt. Lebanon Community

Adopted July 19, 2004
Reviewed February 8, 2016
Revised September 20, 2021