

PROCEDURES**Board Meeting Rules**

The Board of Education, a legally constituted, elected body, believes that to effectively function, it must have clearly defined rules and procedures by which to conduct the business of the School District.

I. ACTIONS by the BOARD

The official business of the School District which the Board is authorized to perform, shall be conducted only at a public, duly called meeting, with appropriate notice given as provided by law, and in particular Act No. 267 of the Michigan Public Acts of 1976. No action shall be valid unless voted on at a meeting by a majority vote of the members elected to and serving on the Board and a proper record made of the vote.

A proper record of Board proceedings shall be kept and signed by the Secretary. In the absence of the Secretary, the President shall appoint a temporary Secretary who shall sign the minutes of the meeting. The Vice-President shall act in the absence of the President.

A meeting is defined as any gathering for the purpose of discussing school business which includes enough members of a public body to constitute a quorum, excepting gatherings for the purpose of adopting a non-policy-making tribute or memorial, or those of a social or chance nature not designed to circumvent the intent of Act No. 267 of the Michigan Public Acts of 1976. Deliberations concerning Board business shall not take place at such gatherings.

II. MEETINGS**A. Annual Organizational Meeting**

The Board shall be organized at a meeting held in July each year. The Board shall adopt a regular monthly meeting schedule by a vote of a majority of the members at the organizational meeting. There shall be posted at the principle office of the Board, the principle office of the School District, and other appropriate places, a notice of the schedule of meetings within ten (10) days after the organizational meeting. The notice, and all public notices of meetings, shall include the name, address, and telephone number of the Board and the date, time, and place of the meetings.

B. Regular Meetings

Regular monthly meetings shall be held at Wyandotte City Hall, 3200 Biddle Avenue, Wyandotte, MI 48192, unless otherwise determined by the Board. The schedule of regular meetings or a regular meeting date may be changed at any meeting by a majority vote of the Board. Public notice of meeting schedule changes shall be posted within three (3) days following the meeting at which the schedule is changed. Public notice of a change in a regular meeting date, time, or place, shall be posted at least eighteen hours prior to the meeting.

Effective Date: September 6, 2015

Revised: August 28, 2017

PROCEDURES**Board Meeting Rules**

C. Special Meetings

A special meeting of the Board may be called by the President or by any other two members of the Board by mailing a written notice to each member at least 72 hours before the time of the meeting, or by delivering the written notice to members personally, or by leaving the notice at each member's residence with a person of the household or emailing at least 24 hours before the meeting is to take place. Public notice of special meetings shall be posted at the principle office of the Board, the principle office of the School District, and at the appropriate places at least 18 hours prior to the convening of the meeting.

D. Closed Sessions

The Board may meet in closed session only for the following purposes:

1. To consider the dismissal, suspension, or disciplining of, or to hear complaints or charges brought against a member, employee, or individual agent, when the named person requests a closed hearing.
2. To consider the dismissal, suspension, or disciplining of a student when the student or the student's parents (or guardian) request a closed hearing.
3. For strategy and negotiation sessions connected with the negotiation of a collective bargaining agreement when either negotiating party requests a closed hearing.
4. To consider the purchase or lease of real property up to the time an option to purchase or lease that real property is obtained.
5. To consult with its attorney regarding trial or settlement strategy in connection with specific pending litigation, but only when an open meeting would have a detrimental financial effect on the litigating or settlement position of the Board.
6. To review the specific contents of an application for employment or appointment to public office when the candidate requests that the application remain confidential. However, all interviews by the Board for employment or appointment to public office shall be held in an open meeting.
7. To consider material exempt from discussion or disclosure by State or Federal Statute.

Except for the purposes identified in items 1, 2, and 3, a two-thirds, open meeting roll call vote of the members elect is required to call a closed session and the purpose or purposes for the closed session shall be entered in the minutes of the meeting at which the vote is taken. The closed session shall be recorded in separate minutes which shall not be a matter of public record except as provided in P.A. 267. The minutes shall include the time, date, and place of meeting; members present and members absent; the purpose or purposes for which the closed session is called; a brief summary of the discussion; and an indication that only matters for which the meeting was called were discussed. No vote shall be taken during closed session on matters considered in closed

Effective Date: September 6, 2015

Revised: August 28, 2017

PROCEDURES**Board Meeting Rules**

session. Any action taken on such matters shall be taken in a public meeting and recorded in the minutes of that meeting.

E. Emergency Meetings

The Board may meet in emergency session in the event of a severe and imminent threat to the health, safety, or welfare of the public when two-thirds of the members elect decide that delay would be detrimental to efforts to lessen or respond to the threat.

III. PROCEDURES FOR MEETINGS**A. Time and Place**

Regular meetings of the Board shall be held at Wyandotte City Hall, 3200 Biddle Avenue, Wyandotte, Michigan 48192. The date, time, or place may be changed at any meeting without inclusion of such an agreement in the agenda and minutes of the preceding regular monthly meeting. Changes in date, time, or place shall be posted by the Secretary in accordance with the provisions established in IIB, of these Procedures.

B. Notification to Members

No notification of regular meetings is required beyond the emailing, mailing or delivery of the agenda for the meeting. Members of the Board shall be informed of the date, time, and place of any special meeting by written notice mailed not less than 72 hours prior to the meeting or by delivery of said notice to members personally or by leaving the notice at each member's residence with a person of the household or emailing at least 24 hours prior to the meeting.

C. Agenda

The agenda for a regular meeting shall be prepared by the Superintendent, with the advice of the President and mailed or delivered to the members of the Board at least three days before the date of the meeting. Board members' agenda shall be accompanied by the unapproved minutes of regular meetings, those minutes of special meetings which are available, superintendent's recommendations, and other materials pertinent to items on the agenda or which may be useful to the members.

D. Special Meeting Agenda

The agenda for a special meeting shall, time permitting, meet the requirements as to preparation and delivery as provided for regular meetings.

PROCEDURESBoard Meeting Rules

E. Order of Business

The order of business shall be as follows:

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Recognition
5. Reading of Minutes
6. Special Orders and Reports
7. Hearing of the Public
8. Action Agenda
9. Committee of the Whole/Discussion*
10. Consent Agenda
11. Announcements
12. Executive Session (as needed)
13. Adjournment

*If something is moved to the Action Agenda the same night because of time constraints, a public hearing must be held on that item only prior to the item being acted upon.

F. Voting Method

Roll call votes may be called for at the discretion of the President or may be requested by any member. Any vote for the purpose of calling a closed session shall be by roll call vote. All roll call votes shall be recorded and included in the minutes of the meeting. Any member may abstain from voting for cause and may request his reason for abstaining be recorded in the minutes. Any member may request an explanation of his/her vote be recorded in the minutes.

G. Minutes

The Secretary of the Board shall keep minutes of every meeting of the Board. The minutes shall include the date, time, place, members present, members absent, all decisions made at open meetings and the purpose or purposes for which closed sessions are called, all roll call votes and a reference to reports presented and items discussed when no action is taken; and the name, address and topic of each person speaking at the Hearing of the Public sections during the meeting. Proposed and approved minutes of an open meeting of the Board are public records open to public inspection. Copies of proposed minutes of an open meeting shall be provided upon request to members of the public within eight (8) business days of the meeting and copies of approved minutes within five (5) business days of the meeting at which they were approved.

Effective Date: September 6, 2015

Revised: August 28, 2017

PROCEDURES

Board Meeting Rules

H. Public Participation in Meetings

All meetings of the Board shall be open to the public. A person shall not be required as a condition of attendance at a meeting to register or otherwise provide his/her name or other information or fulfill a condition precedent to attendance. Any person shall be permitted to address the Board under agenda item "Visitors". S/he shall be recognized by the President. Give his/her name, home address, and the issue or agenda item upon which comments will be made. The Board, at its discretion, may alter the order of business to permit communications from the public at other times during the meeting.

In cases where individuals or groups desire to appear on the printed agenda of the meeting for the purpose of addressing the Board, a written request must be received by the President of the Board or the Superintendent's office not later than five (5) days prior to the date of the meeting. However, time shall be set aside during "Visitors" portion of each regular meeting to receive expressions from the public. Persons may be excluded from attendance at open meetings only for a breach of the peace committed at the meeting. The rules for public participation in meetings adopted by the Board shall be posted at the Administration Building located in the School District and are as follows:

1. The public participation portion of the meeting is limited to one-half (½) hour, but an exception will be made, if necessary, so that no one's right to address the Board will be denied.
2. Each person will be allowed to speak for up to five (5) minutes, except where the number of speakers exceeds the time limit. In those instances, the President of the Board of Education may either reduce the five (5) minute limit to a three (3) minute limit for each speaker or the Board of Education may waive the one-half (½) hour limit.
3. Each person wishing to address the Board of Education must identify himself or herself by name and address. If the person is representing an organization or group, the person should indicate whether the comments or presentation represents the official view of the organization or group.
4. If a delegation is present to address the Board, the delegation may select up to five (5) spokespersons to speak on its behalf, for a total of not more than fifteen (15) minutes.
5. All written statements should be given to the Secretary of the Board of Education, so that copies may be made available to members of the Board. All written statements and documents presented by an individual or group to the Board of Education during the meeting are considered public documents.
6. Individuals addressing the Board should take into consideration the rules of common courtesy. The public participation portion of the meeting cannot be used to make personal attacks against a School Board Member or School District Employee which are totally unrelated to the manner in which the Board Member or Employee perform his or her duties. If the comments constitute a complaint

Effective Date: September 6, 2015

Revised: August 28, 2017

PROCEDURES**Board Meeting Rules**

- against a Board Member or Employee, the Board Member or Employee has the right to request a closed meeting.
7. Board of Education members may question speakers, but are not obligated to answer questions or make statements or commitments in response to issues raised by the public. In general, such issues will be referred to the Superintendent for investigation, study, and recommendation or designated as future agenda items for Board of Education consideration.

I. Work Sessions

The Board may devote a part of each regular or special meeting, or schedule a work session, for the purpose of receiving information and discussing matters pertaining to the School District through presentations, discussing special projects, or other matters. Such sessions shall be open to the public, and notice of such, properly posted and minutes taken.

J. Board Committees

Standing or Ad Hoc Committees appointed by the Board which are by resolution directed to exercise any of the Board's "governmental or proprietary function" shall be considered a public body and shall meet all of the requirements of P.A. 267 of Public Acts of 1976 in regard to holding open meetings, giving public notice, taking minutes and conducting of meetings. The Strategic Planning Committee will be comprised of all Board Members and shall meet one time per semester of each school year.