

**Administrative Procedures for Policy #1110 (Administration)
Regarding Board of Education Meetings**

I. Roles

A. Responsibilities of the Board

1. “Educational matters that affect the counties shall be under the control of a county board of education in each county. Each county board shall seek in every way to promote the interests of the schools under its jurisdiction.” § 4-101 of the Education Article of the Annotated Code of Maryland.

B. Responsibilities of the Superintendent

1. “The county superintendent is the executive officer, secretary, and treasurer of the county board. Unless the tenure or salary or the administration of the office of the county superintendent is under consideration, the county superintendent or the county superintendent’s designee shall attend all meetings of the county board and its committees. The county superintendent may advise on any question under consideration but may not vote.” § 4-102 of the Education Article of the Annotated Code of Maryland.

II. Definitions

- A. Administrative function –the administration of a law of the State; a law of a political subdivision of the State; or a rule, regulation or bylaw of a public body
- B. Closed Meetings – a meeting of the Board of Education which is closed to the public and media by a majority vote of the Board in order to discuss any issue permitted in the Open Meetings Act
- C. Meeting – when a majority of the Board of Education convenes for the consideration or transaction of public business
- D. Open Meetings Act – General Provisions Article Title 3 Subtitle 3 which ensures that the meetings of governing bodies at which decisions about the public’s business are made or discussed are open to the public; that the public has notice of the time and place of meetings; that the meetings are accessible to persons wishing to attend; and that records are kept of the meetings

III. Meetings

A. Notice of Meetings

1. Before any meeting, the public shall be given reasonable advance notice in writing of the date, time, and place of the meeting.
2. A tentative agenda will be made available to the public on BoardDocs on the Monday before the meeting.

3. Public notice of any meeting will be made by posting the information on the CCPS website, by giving written notice to the news media who regularly report on sessions of the Board of Education, and/or by posting the information on the designated bulletin board in the lobby of the Brooks Administrative Building.
4. If appropriate, a statement will be included in the written notice that part or all of the meeting may be conducted in Closed Session.
5. Copies of meeting notices will be kept for at least 1 year after the date of the meeting.
6. The Board generally adopts an annual tentative meeting schedule at the July Business Meeting.

B. Location of Meetings

1. Unless otherwise announced in the written notice of a meeting, all meetings of the Board will be held at the Brooks Administrative Building in the Board Room.

C. Types of Meetings

1. Business Meetings

- a. Business Meetings are generally scheduled on the second Thursday of each month. At this meeting, the Board will routinely consider and act on official business.

2. Work Sessions

- a. Work sessions are generally scheduled on the fourth Thursdays of each month. In-depth staff presentations and Board discussions on focused topics are regular agenda items at Work Sessions. The Board may consider and act on official business as necessary. Student and personnel recognition will also be regular agenda items.

3. Special Meetings

- a. Special Meetings may be called by the President, the Secretary, or by the written request of a majority of the Board. Whenever possible, Special Meeting dates and times will be determined in consultation with Board Members. Further, whenever possible, Board Members shall receive at least 24-hour notice of the meeting and the purpose. No business shall be transacted at any Special Meeting that does not come within the purpose(s) set forth in the call to meeting unless all members are present and agree unanimously to the consideration of the additional item(s).

4. Public Hearings

- a. Annually, prior to adopting an operational budget, the Board will schedule a Public Hearing on the Superintendent's Proposed Budget. In addition, Public Hearings will be scheduled on issues the Board

determines are of widespread interest and concern to the public. It is the intent of the Board in establishing a Public Hearing to provide the opportunity for individuals and groups in the community to express their views and hear the views of others on the topic of the hearing prior to Board action.

D. Administrative Function

1. The Board of Education, by majority vote, may recess during any open session to carry out an Administrative Function.

E. Closed Sessions

1. All business of the Board will be conducted in meetings open to the public unless the meeting is closed by a majority vote of the Board Members present to discuss topics authorized in the Open Meetings Act - §3-305(b) of the General Provisions Article of the Annotated Code of Maryland.
2. Before meeting in Closed Session, the President of the Board will conduct a recorded vote on the closing of the session.
3. The reason for closing the meeting, including a citation of the authority in §3-305(b) of the General Provisions Article of the Annotated Code of Maryland, and a listing of the topics to be discussed will be recorded.
4. All formal action by the Board will be taken in meetings which are open to the public.

F. Conduct of Meetings

1. Meetings will use Roberts Rules of Order as a guide to conducting a meeting. Variations may be made as past practice dictates.
2. Agendas
 - a. The Superintendent, in consultation with the Board, shall prepare a tentative meeting agenda. The agenda shall be made available to the Board Members, the public, the staff, and the press in advance of each meeting in accordance with the Open Meetings Act.
 - b. At each meeting, the Board may revise the agenda by majority vote and will adopt the agenda prior to transacting business.

3. Quorum and Number of Votes Needed for Action

- a. Three members of the Board shall constitute a quorum. Motions or resolutions may be adopted only with the affirmative vote of an absolute majority of the Board (three votes). In the event there is a disqualification of one or more members because of a conflict of interest, and the disqualification results in less than a quorum, the disqualified person(s) shall disclose the nature and circumstances of the conflict to the Board and may subsequently participate if necessary to take public action on the item.

4. Public Attendance and Participation

Administration 1110.1

Procedures Written: 4/14/05

Revised: 7/3/07; 1/4/10; 12/10/12; 12/21/16

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- a. Whenever the Board meets in Open Session, the public is entitled to attend and observe. Because Business Meetings, Special Meetings, and Work Sessions are conducted for the purpose of carrying on the business of the schools, they are not public meetings, but rather meetings held in public.
- b. Because the Board seeks the input of individuals and organizations as part of its deliberations, citizens may address the Board during meetings within the following framework:
 - 1) Time is allotted at each meeting as a public forum. An individual may address the Board for up to three minutes or up to five minutes if he/she is speaking on behalf of an organization.
 - 2) If an individual wants to speak longer than the normally allotted time, wants to address a specific agenda item at the time it is discussed, or wants to address the Board during a special meeting or a work session, he/she must send a written request to the President of the Board of Education. The Board will consider the written request at its next scheduled meeting. The President of the Board, in discussion with Board Members, shall determine whether to permit and/or limit the testimony and shall determine the order in which individuals speak. The individual submitting the request will be notified of the Board's decision and, if the request is granted, the President of the Board of Education will schedule the public comment at a future regularly scheduled Board meeting. For purposes of planning, the following information is requested in the original request: topic, name of speaker, organization represented (if any), and daytime phone number.
 - 3) Except in instances when the President of the Board expressly invites public testimony, comments, questions, or other forms of participation, no member of the public attending an Open Session may participate in the session.
 - 4) The Board determines whether and when action is taken on items raised during the meetings. Questions and problems presented by the public will be taken under advisement, and a response will be made after due deliberation. The presiding officer may inform the speaker(s) of the intentions of the Board concerning the matter under discussion.
 - 5) Speakers may not discuss personnel matters, confidential matters, or issues pending in appeals to the Board or to the State Board of Education. Comments/concerns about individual staff members should be addressed through the Superintendent's Office.

- 6) A person attending an Open Session may not engage in behavior that disrupts the session or interferes with the right of members of the public to observe the session. The presiding officer may order any person who persists in such conduct to be removed and may request police assistance to restore order. The presiding officer may recess the session while order is restored.
- 7) Individuals or groups are welcome to submit written comments to the Board.
- 8) Public Hearings are designed specifically to solicit input from the public. Testimony will be received at these hearings in accordance with the procedures announced at each hearing.

IV. Records of Meetings

- A. As soon as practicable after a meeting, minutes will be prepared. The minutes will reflect each item that the Board considered; the action that the Board took on each item; and each vote that was recorded. These minutes will be held as part of public domain for a minimum of one year after the date of the meeting.
- B. The proceedings of Open Meetings are broadcast via livefeed on the CCPS website. It is also available for review on the local cable channel as well as on BoardDocs.
- C. If the Board meets in Closed Session, the public minutes will include a statement of the time, place, and purpose of the Closed Session; a record of the vote of each member as to closing the session; and a listing of the topics of discussion, persons present, and each action taken during the session.
- D. For meetings which are recessed for the purpose of conducting Administrative Functions, minutes at the next Open Meeting of the Board will include a statement of the date, time, place, and persons present at the Administrative Function and a phrase or sentence identifying the subject matter discussed at the Administrative Function Meeting.
- E. Minutes of Closed Sessions are recorded in writing and are held in accordance with §3-305 of the General Provisions Articles of the Annotated Code of Maryland.

V. Amendment or Suspension of Rules

- A. Rules and regulations governing the Board (except those required by statute) may be amended by the majority vote of the Board at any meeting.