

Policy 2.4 - School Board Meetings

- I. Purpose. To establish the basic structure for the conduct of meetings of the Board. The Board commits to holding meetings that are conducted with maximum effectiveness and efficiency. All Board meetings will be conducted in accordance with the South Carolina Freedom of Information Act. All Board meetings, except for periods in which the Board is in executive session, shall be open to the public. Unless a procedure, process, or rule is otherwise explicitly provided in the Board's Policies governing its operations and procedures, the Board may utilize *Robert's Rules of Order, Procedure in Small Boards*, as an advice guide for the conduct of official meetings.
- II. Regular Board Meetings. The Board will normally hold its regular meetings on the first and third Tuesday of each calendar month. The Board will annually approve a calendar of Board and Board committee meetings, normally at its final work session of the preceding year. Regular Board meetings will normally begin with executive session at 5:00 PM and public meeting at 6:00 PM. The first meeting of each month will normally be conducted at the Beaufort County Council Chambers, and the second meeting of each month will normally be conducted at the Bluffton Library. The Board may alter the time and place of a meeting and/or the schedule of meetings as necessary.
- III. Work Sessions. The Board will hold quarterly work sessions. Although action may be taken, the purpose of the work sessions is to allow the Board opportunities for planning and discussion without formal action. Topics to be discussed will be announced publicly and sessions will be conducted in accordance with South Carolina law.
- IV. Special Called and Emergency Meetings. Special called and emergency meetings of the Board may be convened in accordance with South Carolina law.
- V. Board Member Expectations.
 - A. At Board meetings, Board members shall:
 1. Be adequately prepared, having read materials provided to Board members in advance of the each meeting, including all minutes. A Board member requesting a correction or amendment to minutes of a previous meeting should notify the Board Secretary prior to the meeting at which the Board is scheduled to approve such minutes.
 2. Wait to be recognized by the Chair or presiding officer before speaking.
 3. Make comments germane to the matter being actively discussed. The Chair or presiding officer may interrupt a Board member who comments on or moves from a topic not being discussed or debated, resulting in the cessation of that Board member's comments.

4. Allow those Board members who have not yet spoken on a topic being discussed or debated to comment. The Chair or presiding officer shall give priority of comment to a member who has not yet spoken on the topic being discussed or debated. The equal participation of all members is valued.
 5. Allow staff, other Board members, or presenter to finish presentations before asking questions. The Chair or presiding officer shall allow the presenter to complete the presentation before allowing questions from members of the Board or, where appropriate, senior staff members.
 6. Address the topic being discussed or debated without appealing to the biases, prejudices, or emotions of the audience or others.
 7. Support the Chair or presiding officer in facilitating an orderly meeting.
 8. Communicate openly and actively to avoid surprises, and listen attentively to speakers.
 9. Practice respectful body language, tone and expression.
 10. Use executive sessions strictly in accordance with law.
 11. Be present at regular Board meetings in order to vote on a matter, unless waived by the Chair or presiding officer. A committee Chair shall allow members to vote by telephone at committee meetings.
- B. At Board meetings, Board members shall not:
1. Interrupt or speak over another Board member.
 2. Not engage in separate communications when discussion or debate is ongoing.
 3. Not engage in other disrespectful or disruptive conversations.
 4. Monopolize discussion or debate on an issue or topic.
 5. Surprise or embarrass Board members or staff.
 6. Repeat the full discussion and debate from Board committee meetings. The Chair may allow committee members to succinctly state their basis for support or opposition of a committee matter before the Board. Only additional questions from Board members are to be addressed to presenters.
 7. Unreasonably delay action on consent agenda items.

VI. Executive Sessions.

- A. The Board, by majority vote, may vote to go into executive session for reasons provided by law. The Superintendent may attend executive session, except when his/her absence is allowed or mandated by his/her contract or applicable law. The Board's attorney may attend executive session, except when his/her employment is being discussed. The Board may allow BCSD staff members to be present during executive session as necessary to fully address any topic being discussed.
- B. Before going into executive session, the Chair or presiding officer shall announce the proposed reasons for going into executive session and put the question of whether to go into executive session to a vote.
- C. The Board shall not take any formal action in executive session. Formal action means a recorded vote committing the Board to a specific course of action.
- D. The Board will not take a vote or poll its members in executive session. A vote may be taken in open session on a matter discussed in executive session only after the Board returns to open session.
- E. Board members and all others attending executive session shall not disclose matters discussed in executive session.
- F. Board members and allowed or required staff are not allowed to participate in executive session by telephone or other remote means. Persons must be present to participate in executive sessions.

VII. Board Meeting Notification.

- A. The Board's Executive Assistant shall distribute notice of each regularly called Board meeting with the agenda and supporting materials to Board members no later than the Thursday evening immediately prior to the Tuesday meeting. The supporting materials shall include minutes of any previous Board meeting which are to be voted upon at the next meeting. All Board members and staff members are to provide all materials to the Board's Executive Assistant no later than 5:00 PM on the Thursday immediately preceding the next regular Board meeting. If a Board member or staff member misses the deadline, that person is responsible for distributing the necessary materials to Board members, the Board's Executive Assistant and the Senior Staff.
- B. The Board's Executive Assistant shall provide notice of Board meetings to the public in accordance with South Carolina law.

VIII. Board Meeting Agenda.

- A. The Board officers and the Superintendent, in cooperation with the Superintendent's Senior Staff, shall prepare the agenda for each regular meeting. The Board officers, the Superintendent, and the Superintendent's Senior Staff shall meet to set the agenda eight

(8) days before each regular Board meeting. The date and time of the meeting may be altered as schedules require.

- B. Board officers shall include any topic or matter on a regular Board meeting agenda requested by three (3) or more Board members. Board members who wish to place a topic or matter on a regular Board meeting agenda shall notify the Board officers, in writing or via electronic mail, no later than eleven (11) days prior to the scheduled meeting.
- C. The normal order of business at a regularly called Board meeting shall be as follows:
 - 1. Call to Order;
 - 2. Executive Session, if necessary;
 - 3. Approval of Agenda;
 - 4. Pledge of Allegiance, Statement of Media Notification, and Invocation as allowed by law;
 - 5. Points of Celebration;
 - 6. Student Showcase;
 - 7. Public Comments in accordance with Policy 4.1;
 - 8. Corrections of Public Comments by the Chair. Board members with potential comment corrections should direct such to the Chair;
 - 9. Chairman's Report;
 - 10. Committee Reports;
 - 11. Superintendent's Report;
 - 12. Board Business Items;
 - 13. ~~New Business~~;
 - 14. Consent Agenda;
 - 15. Public Comments in accordance with Policy 4.1;
 - 16. Adjournment.

- D. The normal order of a ~~regularly called~~ Board meeting may be altered as necessary and appropriate by the Chair or presiding officer.
- E. Items may be added to the agenda after the agenda is posted solely in accordance with South Carolina law.

IX. Removal from Consent Agenda.

- A. Any Board member may move an item from Consent Agenda to Board Business Items prior to the Board agenda being approved by the Board.
- B. Once the Board has approved the Board agenda, moving an item from Consent Agenda to Board Business Items must be made by motion, seconded, and approved by majority of the Board.
- C. A Consent Agenda item may be completely removed from the Board meeting agenda by a motion of a Board member, which must be seconded and approved by the majority vote of the Board.

X. Board Meeting Minutes and Materials.

- A. The content of minutes shall be recorded in accordance with South Carolina law.
- B. The Board Secretary shall ensure the Board's Executive Assistant posts the following items to the BCSD website as follows:
 - 1. Meeting materials within 24 hours after the conclusion of any Board meeting or as soon as practicable thereafter;
 - 2. Video recordings no later than 48 hours after the conclusion of any recorded Board meeting or as soon as practicable thereafter; and
 - 3. Board and committee minutes within 48 hours of Board approval or as soon as practicable thereafter. In no event shall such minutes be posted fewer than ten (10) days prior to the next regularly scheduled Board meeting.
- C. In the event the Board fails to adopt Board meeting minutes at its regularly scheduled meeting, then the Board Secretary shall ensure the Board's Executive Assistant posts the draft minutes to the BCSD website within 48 hours of the meeting at which the minutes were not approved or as soon as practicable thereafter. In no event shall such draft minutes be posted fewer than ten (10) days prior to the next regularly scheduled Board meeting. The draft minutes shall contain or be placed on a webpage with language providing "These minutes are in draft form, have not been approved by the Beaufort County School District Board of Education ("Board"), and are subject to modification until approved by a majority of the Board."

XI. Recording of Board Meetings. All Board meetings are to be video and audio recorded, when practicable.

Adopted: September 6, 2016
Revised: December 13, 2016