

**Lower Merion School District**

Policy No.: 007  
Section: LOCAL BOARD PROCEDURES  
Title: BOARD MEETINGS  
Date Adopted: 3/26/07 (Replaces Article I of the By-Laws)  
Date Last Revised: 12/20/21;  
1/25/2021; 1/11/19; 6/11/18; 11/20/17; 1/27/14

**007 BOARD MEETINGS**

A. Regular public legislative meetings

1. Dates

Regular public legislative meetings (“regular public legislative meetings”) (sometimes referred to as “business meetings”) of the Board of School Directors (herein “Board”) shall be public and shall normally be held on the third Monday of each month at 8:00 p.m. at a designated District location.

2. Agendas

It shall be the responsibility of the Superintendent, after consultation with the Board President, to prepare an agenda of the items of business to come before the Board at each regular meeting. The order of business shall be as follows, unless altered by the presiding officer in a manner that ensures that audience recognition for any agenda item occurs before the Board votes on that item:

1. Pledge of Allegiance
2. Call to Order
3. Superintendent Update/Presentations/Honors
4. Committee Meeting Reports
5. Announcements – Motion to Add Additional Agenda Item(s), if any
6. Public Participation – District residents and District taxpayers
7. Recommended Action
  - a. Routine/Board President Report
    - i. Approval of Amendment of Agenda to Include Additional/Amended Agenda Items, if any
    - ii. Approval of Minutes
  - b. Approval of Human Resources Actions
  - c. Approval of Student Services Actions
  - d. Approval of Educational Services Actions
  - e. Approval of Business Office & Finance Actions
  - f. Approval of Facilities & Operations Actions
  - g. Board of Directors
    - i. Old Business
    - ii. New Business
8. Sunshine Act Announcements
9. Adjournment

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The Board President or other meeting chair may elect to defer public participation on non-agenda items until the end of the meeting.

The posting of agendas for public meetings of the Board or Board Committees shall be in accordance with applicable law, as outlined in the accompanying Administrative Regulation.

**B. Education Committee and Special Legislative Meetings**

The Education Committee is a committee comprised of the whole Board which typically, although not always, meets the second Monday of the month when school is in session. Board action may be taken at Education Committee when the need arises.

Special legislative meetings shall be public and may be called for special or general purposes. See Section H. "Hearings of Members of the Public" for regulations regarding public comment.

**C. Quorum**

**1. Number of Board members**

A quorum shall be five or more school directors present at a regular or special public legislative meeting. No business shall be transacted at a meeting without a quorum, but the directors at such a meeting may vote to adjourn to a specific date and time.

**2. Participation by Remote Communication Device**

Members of the Board of School Directors may participate in a Board meeting governed by the Sunshine Act and vote by means of remote communication device (such as speaker telephone or videoconferencing) in the event of an emergency meeting or in the event of an unavoidable conflict by a Board member.

"Emergency meeting" is defined as a time sensitive situation or matter pressing enough that waiting to vote until a regularly scheduled meeting could or would substantially change the outcome of the issue under consideration.

"Unavoidable conflict" means (1) the Board member could not have reasonably anticipated the scheduling of the meeting at which the Board member desires to participate at the time the Board member made arrangements to be somewhere that prevents the attendance of the Board member at that Board meeting or (2) the Board member is

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experiencing an urgent and significant personal or professional concern that prevents their attendance at a Board meeting at which the Board member desires to participate.

Absent an emergency meeting or unavoidable conflict, a board member must be physically present at any meeting to participate and vote. Board members may only participate by remote communication device as the result of unavoidable conflicts three (3) times within a twelve month span. The Board may, by majority vote of members physically present at the meeting for which the Board member is unavoidably absent, waive this three (3) times limit.

It is the board member's responsibility when desiring to participate by remote communication device to immediately notify the President of the Board that they will be unable to attend the meeting, but will be able to participate by remote communication device. In such a case, arrangements must be made at the location of the board meeting for a remote communication device of the Board's choosing which can be heard by all board members and by the public in attendance at the meeting at the same volume as if the member on remote communication device were physically at the meeting. The board member participating by remote communication device must be able to hear all comments from the other board members and from the public in attendance. No more than two board members may participate by remote communication device at a given meeting. Preference will be given to the first Board member who requests remote communication device participation. The presence of a board member via remote communication device will be counted toward the quorum necessary to hold a meeting.

D. Parliamentary Order

The most current edition of Parliamentary Procedure at a Glance, by O. Garfield Jones shall be a guide for Board meetings except as otherwise provided by law.

E. Use of Recording Devices

1. By the District

The Board recognizes the usefulness of recording and broadcasting the proceedings during regular and special public legislative meetings and, from time-to-time, other public meetings of the Board and its committees. Therefore, the Board, at its sole discretion, may video record or broadcast in real time all or any portion of public legislative meetings or, at the Board's sole discretion, other public meetings of the Board or committees of the Board, subject to the following limitations:

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- a. The video recording of any public legislative meeting or other video recorded Board meeting produced by the District is the exclusive property of the District to be used at the Board’s discretion.
- b. The video recording of any public legislative meeting or other video recorded Board meeting produced by the District is not the official record of the meeting. The Board-approved written minutes will continue to be the official record of the meeting.
- c. While it is the Board’s intent to broadcast video recorded Board meetings in their entirety, the Board, at its discretion, may:
  - i. discontinue the video recording of that meeting at any time by majority vote of the quorum in attendance at a particular public meeting if video recording becomes impractical due to equipment malfunction, operator unavailability or if the video recording is creating any impediment to conducting the meeting in an orderly fashion; and
  - ii. edit the video recording of a meeting prior to broadcast or re-broadcast in order to avoid possible legal liability to the Board, the District and District employees or for other compelling reasons as follows. Examples of the type of statements by those in attendance at the meeting that would be subject to editing are abusive, obscene and potentially defamatory statements or disclosure of confidential information pertaining to District students or employees.
  - iii. The Board President, (or Vice-President in the event that the Board President is the subject of a statement proposed to be edited) acting upon advice of the Solicitor or other appropriate legal counsel, will determine in their sole discretion (although the President or, if applicable, the Vice-President, must seek input and advice from members of the Board), which portions, if any, of its video recordings of public Board meetings will not be broadcast over television, the District website or other media.
- d. Any Board member, District employee or any other person who believes they have been defamed at a Board meeting should notify the Board President or Superintendent immediately to provide the Board President the opportunity to edit the video recording from that meeting.
- e. The agenda for the meeting will contain a notification that all or a portion of the meeting is being broadcast live or video recorded for purpose of public broadcast.

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- f. At the discretion of the Board, the broadcast of a particular meeting may contain a notification disclaiming responsibility for statements made by those in attendance at the meeting or indicating that a recording has been edited.
- g. The Board directs the administration to keep the unedited video recording of the meeting for at least 10 years or for the duration of a legal hold if one has been implemented with respect to the recording, whichever is longer.
- h. The Secretary of the Board may use a recording device to assist in the preparation of the minutes. If the Secretary does so, the tapes, disks or other recorded products will be solely in the Secretary's control and may be reused or disposed of by the Secretary as necessary unless a legal hold has been implemented with respect to the recording. Any such recording is not the official record of the meeting.

2. By the news media or other members of the public

Any individual or group attending a public meeting, which for purposes of this entire Policy includes any member of the news media, may use audio recording devices to record the proceedings so long as the manner of recording is reasonable and does not interrupt the orderly conduct of business. Any individual or group desiring to video record a public Board meeting must comply with any reasonable request made by the Board President or other meeting chair for the purpose of maintaining order at the meeting.

The Board will not stop its meeting or any discussion during the meeting, in order for individuals to change video or audio tapes.

The Board is not responsible for rebroadcast of all or any portion of a public meeting that is not specifically authorized by the District.

As a courtesy to the members of the public in attendance at meetings, the agenda for the all public meetings shall remind attendees that other members of the public may be recording the meeting and that they should be careful that their private remarks are not recorded by other members of the public.

F. Hearing of Members 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. The public comment periods are reserved for District residents and property taxpayers to the District. Community input is limited to three (3) minutes per individual speaker per Audience Recognition unless extended (1) by the Board President at a particular meeting or (2) by the majority of the Board upon motion by a Board

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member. Time may not be yielded or otherwise transferred by one speaker to another for purposes of extending the second speaker’s time allotment. The Board may provide for additional opportunities for public comment at its discretion or as required by law.

In order to permit the Board to complete the voting portion of its meeting in a timely and orderly manner, the total time limit for the Audience Recognition for Agenda Items is forty-five (45) minutes, unless extended by the Board for special circumstances. Individuals will be given priority to speak in the order in which they sign up with the Board Secretary prior to the Audience Recognition.

**G. Committee Meetings**

Committee meetings may be called at any time by the committee chairperson, with proper public notice, or when requested to do so.

A majority of the total membership of a committee shall constitute a quorum.

Unless held as an executive session, committee meetings shall be open to the public, other Board members, and the Superintendent. Community input is limited to three (3) minutes per individual speaker per Audience Recognition unless extended (1) by the Board Committee Chairperson at a particular meeting or (2) by the majority of the Board members in attendance upon motion by a Board Committee member. Time may not be yielded or otherwise transferred by one speaker to another for purposes of extending the second speaker’s time allotment. The Board Committee may provide for additional opportunities for public comment at its discretion or as required by law.

In order to permit the Board Committee to complete the voting portion of its meeting in a timely and orderly manner, the total time limit for the Audience Recognition for Agenda Items is forty-five (45) minutes, unless extended by the Board for special circumstances. Individuals will be given priority to speak in the order in which they sign up with the Board Committee Chairperson, or designee, prior to the Audience Recognition.

A majority of the committee or the chairperson may invite District employees, consultants or other persons who have special knowledge of the area under investigation.

**H. Information Sessions**

These sessions are solely for the purpose of gathering information and clarifying issues. They may involve Board attendance at a meeting arranged by an outside group or inviting someone in to provide information to the Board. No deliberations may take place at such a meeting. An information session is not required to be open to the public.

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I. Distribution of Materials

- i. Meetings shall be devoted exclusively for the purposes, procedures and efforts conceived, conducted and directed by the Board or its designees toward the goal of the education of students and the purpose for which the meeting was called.
- ii. All materials that are to be handed out to the public at Board meetings shall be items identified by the Board or Superintendent as relevant to agenda items and shall be limited entirely to information about the school system or a District-sponsored program or school activity.

Cross reference:

LMSD Policy and Administrative Regulation 800 (Records Management)

LMSD Policy and Administrative Regulation 006 (Civility)