

CHAPTER 2.00 - SCHOOL BOARD GOVERNANCE AND ORGANIZATION

BOARD MEETINGS

2.22

All School Board meetings shall be open to the public, and all informal meetings and conferences involving School Board members shall be conducted as public meetings unless specifically exempted by Alabama Statutes. The School Board may take no official action at any time other than an official meeting.

- I. Regular School Board meetings shall be established at the organizational meeting held in May. The regular meeting date may be changed by School Board action at any previous meeting or at the direction of the Superintendent and Board President, provided that each member is notified by letter or by distribution of the minutes showing a record of the change. When a meeting date is changed, the Superintendent shall take appropriate action to inform the public.
 - A. Special meetings shall be held at the time designated by the Superintendent, School Board President, or when called by a majority of the School Board members as specified in written notice.
 - B. Emergency meetings may be held at any time by the Superintendent, either upon his/her initiative or upon the School Board President's request. An emergency meeting may be called and the public shall be notified. School Board members shall be given a tentative agenda during the notification.
 1. The Superintendent shall prepare and distribute an agenda prior to the emergency meeting.
 2. The agenda, the need for the emergency meeting, and the results of the emergency meeting shall be available to the public.
 3. Emergency meetings shall be conducted in the same manner as prescribed for regular and special meetings.
- II. Regular, special, and emergency meetings of the School Board shall be held in the regular Board meeting room, unless changed in the manner prescribed herein. Any regular or special meeting may be held at any other appropriate public place within the system by giving prior public notice.
- III. All School Board meetings shall be conducted in accordance with the latest edition of *Robert's Rules of Order*. A majority of the Board shall constitute a quorum for the transaction of business. An official act of the Board shall require a majority vote of the total membership.

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- IV. Any item to be placed on the agenda of a regular School Board meeting shall be submitted in writing to the Superintendent's office no later than four o'clock (4:00 p.m.), seven (7) working days prior to the meeting at which consideration is desired. This rule shall not preclude the right of any citizen to address the School Board; however, except for good cause as provided herein, the School Board shall not take action on any substantive proposal until such matter has been formally placed on the School Board agenda. Copies of the agenda for regular meetings shall be made available at least three (3) calendar days prior to the scheduled meeting date to the public or other parties who have expressed a desire for such copy of the agenda. Copies of the agenda for a special meeting shall be prepared.

Any person or group desiring to be placed on the agenda shall file with the Superintendent, by twelve o'clock (12:00) noon at least seven (7) working days prior to a meeting, a request to be placed thereon. Such request shall contain the following information:

- A. The name and address of the person making the request;
- B. The organization or group, if any, represented;
- C. Content of the information to be presented - if written material is to be passed out, a copy of such material shall accompany the request;
- D. An estimate of the time necessary for such a discussion;
- E. Specific action desired of the Board.

The Board may, by a majority vote, have an item placed on the agenda which did not meet the time deadlines.

Any charges to be made against an individual shall be in affidavit form. If any information is to be presented in the form of a statement that might be considered derogatory or of a serious nature, such shall be presented in writing.

- V. A majority shall constitute a quorum for any School Board meeting. Unless a majority is present, no meeting can be convened.
- VI. The minutes of the proceedings of the Daleville City Board of Education shall serve as the official record of transactions of this Board, and shall communicate to all concerned the actions of the Board on matters brought before it.

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The minutes shall be as brief and simple as possible and still cover the essentials. Minutes will contain date, time and place, members present or absent, and action taken. Minutes will not be kept for executive sessions. A record of all motions and by-laws as adopted, and the vote taken thereon, and all other matters required by law shall be kept in the minutes.

The minutes shall be taken and transcribed by the Secretary. The same shall become the official minutes after approval by the Board at its next regular meeting. Final minutes shall be available for review by the public after approval, in accordance with normal office procedures. The minutes shall be signed by the Board members and the Secretary upon approval, and will constitute the official record of the Board of Education.

The minutes of the Daleville City Board of Education will be kept in the custody of the Secretary of the Board, and shall be kept in a suitable and safe place in the Board office as a permanent record of action taken by the Daleville City Board of Education, Dale County, Alabama.

- VII. The Board may vote in a legally called meeting and, upon approval of the majority of the whole Board, may hold executive sessions for specific purposes. Such purposes shall be limited to those involving the character or good name of a woman or man or pending litigation in which the Board is a party or for any other reason allowed by the Alabama Sunshine Law. Executive sessions shall be attended only by members of the Board, the Superintendent, counsel if necessary, and persons necessary to ensure due process for the individual discussion. All matters discussed by the Board in executive session shall be regarded as confidential by all persons in attendance and shall not be divulged to the public. No minutes shall be kept of executive session discussions. Nothing having the effect of regulation, policy or official action of any kind shall be decided in executive session.
- VIII. There shall be no representation by proxy of any Board member.

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STATUTORY AUTHORITY:

**CODE OF ALABAMA
16-1-30**

LAW(S) IMPLEMENTED:

**CODE OF ALABAMA
16-8-8, 16-11-5, 16-12-3, 16-13-140,
13A-14-2, 36-12-2, 41-13-1**

ALABAMA ADMINISTRATIVE PROCEDURE ACT: _____

HISTORY:

**ADOPTED: October 18, 2006
REVISION DATE(S): _____
FORMERLY: BCA, BCBA, BCBB,
BCBD, BCBF, BCBFA,
BCBG, BCBH, BCBI, BCBK**