

Board of Trustees Douglas County School District

Article VI

MEETINGS

Section 1 – Parliamentary Authority. Robert’s Rules of Order, Newly Revised, shall serve as a guideline for the Board in its deliberations in all cases in which it is not inconsistent with State law and regulations or these Bylaws.

Section 2 – Quorum. Four Trustees present shall constitute a quorum. No action of the Board of Trustees shall be valid unless it receives at least four votes. (NRS 386.330). In the event there are only four Members at a meeting, the Board can conduct business. However, all four Members must approve any action item.

Section 3 – President. The President shall preside at all meetings of the Board. In the absence, disability, or disqualification of the President, the Vice President shall act instead. If neither person is available, or the President or Vice President is amenable to delegating authority to preside, a Trustee shall be designated presiding officer by those present. The act of any person so designated shall be legal and binding.

Section 4 – Regular Meetings. Regular meetings of the Board shall be public and in accordance with Nevada Open Meeting Law, and reasonable efforts shall be made to assist and accommodate physically handicapped persons who desire to attend. (NRS 241.020).

- a. The agenda of the Board of Trustees shall be developed by the Board President, Vice President, and Clerk at the Agenda Development Meeting, where the Superintendent shall also provide for their consideration administrative items pursuant to statute and as matters necessary to come before the Board. The Board President and Superintendent shall prepare the agenda at the Agenda Review Meeting, and where the Board President shall provide final approval of the agenda prior to its posting. All agenda items shall be reviewed by counsel to ensure compliance with State laws and regulations, and Board Bylaws. The proposed agenda will be posted in compliance with NRS 241.020.

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- b. The public shall not be allowed to place items on the agenda, but public requests may be submitted to the Board or Superintendent, and, upon the majority approval of the Board, an item may be put on an agenda for future discussion. The public will be invited to make comments at the beginning of the meeting before any items on which action may be taken are heard by the public body and again before the adjournment of the meeting (NRS 241.020). Public comment will be generally limited to three minutes, though the Board President has discretion to extend or further limit the time as deemed necessary. Anyone with comments that will take more than three minutes is encouraged to put their testimony in writing and provide a copy to the Board prior to or at the meeting. The Board President reserves the right, at his or her discretion, to take public comment on action items prior to a vote of the Board.
- c. It is the expectation of the Board that they be provided copies of all documents related to issues for which they are expected to take action in their Board packets prior to the meeting. Whenever possible, copies of the documents to be included in Board packets shall be submitted (12 copies) to the District Office four working days prior to the scheduled meeting, not including the day of the meeting.
- d. Items brought forward under the Future Board Agenda process will be prioritized by the Board at the end of each regular meeting. In addition to the Future Board Agenda Item process, two Board Members can bring an item to the Board President, and the item must be considered for placement on a future Board agenda in a timely fashion subject to existing priorities. Items previously approved by the Board would require four Board Members to bring the item back to the agenda. The President and Officers will determine the particular meeting and time allotted for the item.
- e. The Board may take action on items not on the published agenda when the Board finds that the need to discuss or act upon an item was truly unforeseen at the time the meeting agenda was posted and mailed and the matter is found by majority vote to be an

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emergency as defined in the Nevada Open Meeting Law, NRS Chapter 241.

Section 5 – Special Meetings. Special meetings of the Board shall be public, and reasonable efforts shall be made to assist and accommodate physically handicapped persons who desire to attend. (NRS 241.020).

- a. Special meetings shall be called by the President whenever there is sufficient business to come before the Board or upon the presentation of an appropriate petition requesting such special meeting signed by at least three Trustees. (NRS 386.330).
- b. The Clerk shall notify each Trustee by mail or personal service in accordance with the law of the time, place, and purpose of the special meeting. If all Trustees are present, lack of notice shall not invalidate the proceedings. (NRS 386.330).

Section 6 – Voting. All motions shall require for adoption a majority vote of all the Trustees of the Board. Abstentions shall not be counted as votes, but shall be recorded and are deemed to acquiesce in the outcome of the vote.

- a. All actions requiring a vote can be conducted by voice, show of hands, or roll call provided that the vote of each Trustee is recorded.
- b. Board approval of consent items may be made on one motion. Consent items will be approved in total by one action of the Board unless any Trustee or individual organization interested in one or more consent items has any questions or wishes to make a statement. In that event, the President of the Board may defer action on that particular matter or matters and place the same on the regular agenda for separate consideration.

Section 7 – Adjournment. The Board may at any time to recess or adjourn to an adjourned meeting at a specified date and place. The adjourned meeting shall take up its business at the point in the agenda where the motion to adjourn was acted upon.

Section 8 – Closed Session. Nothing contained herein shall prevent the Board from holding a closed meeting to consider:

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- a. The character, alleged misconduct, professional competence, or physical or mental health of a person (NRS 241.030);
- b. Any negotiations or informal discussion between the Board and an employee organization or employees as individuals, whether conducted by the Board or through a representative or representatives;
- c. Any meeting of a mediator with the Board regarding negotiations;
- d. Any meeting or investigation conducted by a fact finder;
- e. Any meeting of the Board with its negotiations representative or representatives (NRS 288.220);
- f. Any gathering with Board legal counsel that involves issues that may be characterized as coming within the lawyer-client privilege; or

Any other circumstances permitted by law.

Section 9 – Minutes. The Board shall keep minutes as the official public record of all its meetings showing the time and place, the Trustees present, the subject considered, the actions taken, the vote of each Trustee, and any other information required to be shown in the minutes by law, which shall be kept in an official minute book and shall be made promptly available to the public to the extent that making such material public shall not be inconsistent with Section 8 of this Article. The Superintendent shall provide each Board Trustee with a copy of the minutes of the last public meeting prior to the meeting date of approval. Corrections in the minutes may be made at the meeting at which they are to be approved. Permanent minutes shall be signed by the Clerk upon approval.

Date Adopted: 08/12/80	Date Revised: 09/10/02
Date Revised: 09/10/04	Date Revised: 03/08/05
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