

SCHOOL BOARD MEETINGS

Code **BE** Issued **8/13**

Purpose: To establish the basic structure for the conduct of board meetings.

All board meetings will be conducted in accordance with the South Carolina Freedom of Information Act.

Annual meeting

The board will hold its annual organizational meeting in November after the date of the November election. The board will swear in new members, elect officers and swear in those officers at the annual meeting.

Regular board meetings

The board will normally meet twice monthly, usually on the second and fourth Mondays. The annual meeting schedule must be approved in advance by the board. Meetings will be held at various school locations including the Center for Advanced Technical Studies on a rotational basis at the discretion of the superintendent and board officers. Meetings may also be held at the district office as needed.

In unusual circumstances, the superintendent may change the time and place of the regular meeting, or any regular meeting, upon approval of the board officers.

Work sessions

From time to time the board may meet in work sessions. The purpose of these sessions will be for the board to have opportunities for planning and discussion without formal action. Topics for discussion will be announced publicly, and sessions will be conducted in accordance with state law.

Special meetings

The chairman of the board or a majority of members of the board may call a special meeting of the full board. The superintendent should give at least 24 hours notice to all members of the board and the public except when emergency conditions make such notice impossible. The board will not transact any business other than that which is stated in the notice.

Except in emergencies or time sensitive circumstances, any special meetings will be announced at regular meetings of the board. The public will be informed through the news media in compliance with the South Carolina Freedom of Information Act.

Public hearings

The board may conduct public hearings from time to time in order for the public to express their views regarding a specific issue. The board will conduct such meetings in an orderly manner in accordance with board policy and regulation.

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Attendance

Board members will be allowed to participate in board meetings via electronic means. Such participation must be approved by the board chairman. The board chairman may terminate the electronic connection should it be inaudible or disruptive to the board meeting.

Parliamentary procedure

The latest edition of Robert's Rules of Order as indicated on the official Robert's Rules of Order website will govern all matters not covered by the rules of the board.

Board invocation

The board is a deliberative public body and will open its regular and specially called public meetings with a public invocation complying with South Carolina Code Section 6-1-160 of the Code of Laws of South Carolina.

The public invocation will be non-sectarian and will not proselytize for or advance any one, or disparage any other, faith or belief. The public invocation is for the benefit of the board, but no member of the board, or any other person attending the meeting, will be required to participate in the public invocation. The purposes of the public invocation are to express thankfulness for the right of self-government, solemnize the board's legislative tasks, dignify and confirm the seriousness of board meetings, encourage respect and appreciation for all board members, seek to unite and not divide the board and to contribute to the wisdom and soundness of decisions by the board.

The public invocation will be offered on a voluntary basis by a member of the board, rotating from meeting to meeting, in alphabetical order, or other objective method of rotation, among all members of the board. A board member may offer a moment of silence for silent prayer or reflection in addition to or in lieu of the public invocation.

Adopted 2/24/69; Revised 8/1/73, 11/16/81, 6/21/82, 1/21/85, 6/16/86, 5/3/93, 3/16/93, 4/24/06, 8/12/13

Legal references:

A. S.C. Code, 1976, as amended:

1. Section 6-1-160 - Invocation to open public meeting of deliberative public body.
2. Sections 30-4-10 through 30-4-110 - South Carolina Freedom of Information Act.
3. Section 59-1-340 - Meetings of boards of trustees and boards of education.
4. Section 59-19-90(4) - Calling meetings of electors for consultations.
5. Section 59-19-110 - Board rule-making power includes right to conduct any hearing.