

June 11, 2024

To: Board of Education

From: Board Policy Subcommittee

Subject: Board Policy B-2: School Board Meetings and B-2: Administrative Procedures, School Board Meetings.

The policy subcommittee reviewed this policy and its administrative procedures at its June 10, 2024, meeting and recommended they be placed on the June 18, 2024, Study Session Agenda for the board's consideration.

As these documents are "owned" by the board, the only revisions currently suggested by the subcommittee are in response to [HB 36](#). In brief, the substantive changes relate to the definition of an electronic meeting and the requirements for an anchor location. The subcommittee is open to any other revisions that the board determines are warranted.

If you have any questions or need any additional information on this policy or its administrative procedures, please contact the superintendent or the board president prior to 5:00 p.m. June 18, 2024.

Board Policy B-2: School Board Meetings



REFERENCES

[B-2: Administrative Procedures, School Board Meetings](#)
[Board of Education Handbook](#)
[Utah Code Ann. §11-14-318, Public Hearing Required](#)
[Utah Code Ann. §52-4-101 et seq., Open and Public Meetings Act](#)
[Utah Code Ann. §53G-4-203, 204, 402\(21\), Local School Boards](#)
[Utah Code Ann. §53G-7-208, Local Governmental Entities and School Districts](#)
[Utah Code Ann. §53F-8-201\(3\), Annual Certification of Tax Rate Proposed by Local School Board](#)
[Utah Code Ann. §53G-7-303\(2\), Local School Board Budget Procedures](#)
[Utah Code Ann. §53G-7-305, Limits on Appropriations](#)
[Utah Code Ann. §45-1-101, Legal Notice Publication Requirements](#)
[Utah Office of the State Auditor's Open and Public Meetings Act Training](#)
[Utah School Boards Association's PowerUp Training](#)

Robert's Rules in Plain English: A Readable, Authoritative, Easy-to-Use Guide to Running Meetings (2nd Edition), by Doris P. Zimmerman (Collins Reference, 2005)

THE POLICY

The Salt Lake City School District Board of Education meets regularly so that the board may discuss or act upon matters over which it has jurisdiction. All board meetings must be open to the public unless they are closed in accordance with Utah law.

The purpose of this policy is to ensure compliance with all relevant sections of Utah law, including requirements of the Utah Open and Public Meetings Act, and to provide appropriate opportunities for public comment at board meetings.

Public Hearings: A public hearing is a portion of an open board meeting at which members of the public are given a reasonable opportunity to comment on the subject of the hearing/meeting. A public hearing may differ from the regular public comment period in its specific focus and duration. In general, through its elected leadership, the board may determine whether a board meeting will include a public hearing. However, the board must hold a public hearing when considering any of the following: (a) the closure of a school; (b) a change in school boundaries; (c) the adoption of a district budget; (d) an increase in taxation; and (e) change to the board member compensation schedule.

Closed Meetings: In accordance with state law, the board may hold closed meetings upon a two-thirds affirmative vote of the board members present at a meeting for which public notice was given. The board may not approve any resolution, rule, regulation, contract, or appointment during a closed meeting, nor may the board interview an applicant to fill a vacant position on the board. Board members may participate in closed meetings through electronic means; however, when participating electronically, board members must use caution to ensure that the confidential nature of the closed session discussions is maintained.

Electronic Meetings: An electronic meeting is a meeting that some or all board members attend through an electronic video, audio, or both video and audio connection. The board may hold an electronic board meeting if board leadership determines it is necessary and the requirements of Utah law are met. An electronic board meeting may also be held in order to comply with any applicable health and safety orders, or in circumstances in which meeting physically would pose a threat to the health and safety of board members or the community. During any electronic board meeting all votes will be taken by roll call unless the vote is unanimous.

Remote access and participation by phone, of board members at a regularly scheduled public board meeting does not constitute an electronic meeting. Individual board members who are participating by phone or electronically will be included in the calculation of a quorum. During any electronic board meeting all votes will be taken by roll call unless the vote is unanimous.

Emergency Meetings: If a board meeting must be called to address an emergency or urgent public necessity, and the required ~~twenty-four (24)~~ hour notice is not feasible, the best practical notice must be given including time, place, and topics to be considered at the meeting. An emergency meeting may not be held unless an attempt has been made to notify all board members and the majority of members approve the meeting.

Location of Meetings: All board meetings will be held within the district's geographic boundaries except as permitted by state law. Regularly scheduled meetings must be held at the location specified in the board's annual notice of meetings unless a change of location has been specified in the public notice for an individual meeting.

Workshops, study sessions, and executive sessions held on the same day as a regularly scheduled open public meeting of the board must be held at the same location as that regular meeting, except as deemed necessary and permitted under Utah law.

In accordance with state law, when the board plans to hold an electronic meeting in which all board members will be participating electronically, the board will not provide a physical, anchor location for the public to attend the board meeting unless it receives a written request from the public at least 12 hours before the scheduled meeting time to provide an anchor location for members of the public.

Notice and Agenda Requirements: At least once each year, the board must give public notice of its annual meeting schedule, in accordance with Utah law, including the anticipated date, time, and place of each meeting. In addition, the board must give public notice of every individual meeting, at least 24 hours in advance, including the agenda, date, time, and place of the meeting.

The board directs that notice of meetings, including agendas, be posted on the district's website, sent to the office of the mayor of Salt Lake City, posted on the Utah Public Notice website, and at the front and back entrances of the district administrative office building.

Agendas must be reasonably specific in describing the topics scheduled for discussion. In general, the board will follow its posted agenda. If a topic not on the agenda arises during public comment, the board may, at the discretion of its presiding officer, discuss the topic but may not take any final action on it during that meeting.

Agenda Development: The board president, vice president, superintendent, and business administrator will collaboratively develop board meeting agendas. In addition, the board will designate a third board member to attend agenda development meetings; board members may rotate into this position, or an individual board member may be appointed to attend for a specific period of time. Other individuals may be requested to attend at the direction of the board or superintendent, as appropriate. Any board member may request that a topic be placed on an upcoming meeting agenda by contacting the board president or vice president. In general, the scheduling of topics is at the discretion of board leadership. If two or more board members submit a request that a topic be placed on the agenda, that request will be accommodated within two meetings.

Consent Agenda: Any request by a board member to move a topic off the consent agenda to the discussion agenda must be received by the superintendent and board president at least 24 hours before the scheduled board meeting and must include an explanation of the board member's concerns with the consent item(s). Advance notice of the specific concern(s) will allow the superintendent, or designee, to be prepared to fully discuss those concerns at the board meeting. The 24-hour advance notice requirement may be waived at the discretion of the board president.

Quorum Required for Action: A majority of the board, or four members, constitutes a quorum of the board. The presence of a quorum is required before the board may take any vote or action. A quorum is not required at informational meetings or study sessions at which no action is taken.

Public Comment at Board Meetings and Communication with Board Members: The board recognizes that public comments and suggestions are vital to its decision-making process. The board welcomes public participation and will normally include a public comment period on the agenda of at least one board meeting every month. The administrative procedures associated with this policy contain additional information governing public comment at board meetings.

Using the contact information on the district website, individualsCitizens may contact board members to express views or urge action ~~via e-mail, regular mail, or telephone at the addresses and numbers listed on the district website.~~ Messages may also be sent by e-mail or letter to the office of the superintendent, where they will be copied and distributed to all board members.

The public comment notice, published on the applicable board meeting agenda, will be approved by the board.

Local Governmental Involvement: The mayor of Salt Lake City, or designee, may attend and participate in board discussions at any board meeting that is open to the public.

Recording and Minutes of Open Board Meetings: Both written minutes and a recording must be kept of every open board meeting, except site visits or traveling tours where no vote or action is taken by the board. At such site meetings or traveling tours, either a recording or written minutes must be kept. The board considers its written minutes, once they have been approved by vote of the board, to be the official record of actions taken.

The recording and minutes of an open meeting at which a vote is taken to hold a closed meeting must contain the reason or reasons for holding a closed meeting and the votes, by name, of members present, either for or against the motion to have such a meeting. The location of the closed meeting must also be recorded.

An audio recording will be made of all open board meetings and available for one year on the district website (<http://www.slcschools.org>). Video recordings of meetings may also be available for review, depending on the technology and conferencing platform used to host the meeting; currently, video recordings of recent board meetings are available on YouTube.

Any board member may request that information be attached to the minutes, as long as such information is a record of the proceedings of the meeting.

Recording of Closed Board Meetings: A recording must be kept of all closed board meetings, except when the meeting is closed exclusively to discuss concerns of an individual's character, professional competence, physical or mental health, or the deployment of security personnel, devices, or systems.

Recording of Board Meetings by Members of the Public: Any person in attendance may record all or part of the proceedings in an open board meeting, provided such recording does not interfere with the conduct of the meeting.

Procedural Guidelines and Parliamentary Motions: Meetings of the board should be guided by a less formal version of Robert's Rules of Order appropriate for smaller boards and assemblies. In consultation with the board, the superintendent shall appoint an individual to serve as the board's parliamentarian. The Board of Education Handbook, *Jurassic Parliament* materials by Ann McFarlane, and Robert's *Rules in Plain English* by Doris Zimmerman shall be used as references in conducting board meetings.

- A. The board has an established agenda format for its board meetings and annual planning session.
- B. Action items on the agenda require:
 - 1. a motion by a board member;
 - 2. a second to the motion;
 - 3. a discussion of the motion by board members; and
 - 4. a vote by board members.
- C. Other than the consent agenda, each motion should be limited to one idea or issue.
- D. No new motion may be made while another is being discussed.
- E. A motion may be amended, and votes on the amendments must be taken before acting on the original motion.
- F. Before a vote on the main motion is taken, business can be interrupted by a motion:
 - 1. to table the main motion;
 - 2. to postpone action;
 - 3. to refer the motion to a committee;
 - 4. to withdraw it from consideration; or
 - 5. to adjourn the meeting.The subsidiary motions must be disposed of before action on the main motion.
- G. The president may limit the time allotted for discussing a motion or report.
- H. Debate can be closed formally with a motion to call the question and a two-thirds affirmative vote.
- I. When the president senses the discussion has ended, a vote on the pending may be taken without the need for a formal motion to close debate unless a member objects.
- J. Some motions are not debatable, such as a motion to adjourn or to appeal a decision to the chair. See *Jurassic Parliament Motions Chart and Cheat Sheet*, Appendix I and II in the Board of Education Handbook.

- K. A board member, but no one else, may question a board procedure by rising to a point of order at any time. After the point is stated, the president issues a ruling that may be appealed to a vote of the full board. Five votes are required to overrule the president or suspend a rule.
- L. Before a motion is voted upon, it should be read aloud.
- M. The president, by virtue of membership on the board, is expected to vote on each issue before the board.
- N. Given the seven-member composition of this board, a two-thirds affirmative vote will be achieved as follows:
 - 1. If seven board members are present, five members' votes are needed;
 - 2. If six board members are present, four members' votes are needed;
 - 3. If five board members are present, three members' votes are needed; and
 - 4. If four board members are present, three members' votes are needed.
- O. The president should always keep a reference guide, such as the chart of parliamentary motions, readily at hand and may implement other parliamentary procedures to expedite the board's business.
- P. The president may call a board member to order for disruptive conduct or conduct ~~that~~ violates ~~the~~ the board's Statement of Ethics.

Documents or Information for Discussion in a Board Meeting: The board relies on clear, high-quality information from the superintendent, business administrator, district staff, and others in the community. All presenters at board meetings should read, consider, and follow the administrative procedures associated with this policy. Any board member may send a document or article of general interest to all board members or forward it to the superintendent for distribution. If a board member, the superintendent, or the business administrator wants to discuss any document(s) related to an item on the board's consent, discussion, or action agenda, they must provide copies for all members of the board and for the superintendent at least ~~24~~twenty-four hours in advance of the scheduled board meeting to allow sufficient time for the document(s) to be read and considered. Nothing in this section prevents information related to an item on the board's agenda from being presented during a meeting and including that information in the public record of that meeting. Questions about documents or other information provided as part of board meeting agendas, or in the superintendent's memoranda may be directed to the superintendent or individual presenters as specified or addressed in small group meetings set up for this purpose.

Invited Presentations: The board frequently receives reports and information from both internal and external individuals in order to enable the board to carefully consider issues, and make well-informed decisions that best serve the district. Accordingly, the utmost care should be taken to provide accurate information to the board. Presenters should make every effort to comply with the following procedures:

- A. All information should be concise, meaningful, and as clear as possible. Presenters should focus their presentation on the critical aspects of their report, referring to other submitted materials only as necessary.
- B. All numerical data presented to the board should be collected and compiled in accordance with the rules of statistical rigor, including denoting the sample size and showing trends over time.

Additionally, any external individuals who are presenting to the board must submit any written information, including PowerPoint presentations, to the superintendent's office by Tuesday morning one week prior to the Tuesday board meeting.

Annual Training: The board president must ensure that members of the board complete annual training on provisions of Utah's Open and Public Meetings Act and this policy.

The board has set forth its specific processes for implementing this board policy through the accompanying [administrative procedures](#).

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- D. No new motion may be made while another is being discussed.
- E. A motion may be amended, and votes on the amendments must be taken before acting on the original motion.
- F. Before a vote on the main motion is taken, business can be interrupted by a motion:
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 - 4. to withdraw it from consideration; or
 - 5. to adjourn the meeting.The subsidiary motions must be disposed of before action on the main motion.
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- H. Debate can be closed formally with a motion to call the question and a two-thirds affirmative vote.
- I. When the president senses the discussion has ended, a vote on the pending may be taken without the need for a formal motion to close debate unless a member objects.
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- K. A board member, but no one else, may question a board procedure by rising to a point of order at any time. After the point is stated, the president issues a ruling that may be appealed to a vote of the full board. Five votes are required to overrule the president or suspend a rule.
- L. Before a motion is voted upon, it should be read aloud.
- M. The president, by virtue of membership on the board, is expected to vote on each issue before the board.
- N. Given the seven-member composition of this board, a two-thirds affirmative vote will be achieved as follows:
 - 1. If seven board members are present, five members' votes are needed;

2. If six board members are present, four members' votes are needed;
 3. If five board members are present, three members' votes are needed; and
 4. If four board members are present, three members' votes are needed.
- O. The president should always keep a reference guide, such as the chart of parliamentary motions, readily at hand and may implement other parliamentary procedures to expedite the board's business.
- P. The president may call a board member to order for disruptive conduct or conduct that violates the board's Statement of Ethics.

Documents or Information for Discussion in a Board Meeting: The board relies on clear, high-quality information from the superintendent, business administrator, district staff, and others in the community. All presenters at board meetings should read, consider, and follow the administrative procedures associated with this policy. Any board member may send a document or article of general interest to all board members or forward it to the superintendent for distribution. If a board member, the superintendent, or the business administrator wants to discuss any document(s) related to an item on the board's consent, discussion, or action agenda, they must provide copies for all members of the board and for the superintendent at least 24 hours in advance of the scheduled board meeting to allow sufficient time for the document(s) to be read and considered. Nothing in this section prevents information related to an item on the board's agenda from being presented during a meeting and including that information in the public record of that meeting. Questions about documents or other information provided as part of board meeting agendas, or in the superintendent's memoranda may be directed to the superintendent or individual presenters as specified or addressed in small group meetings set up for this purpose.

Invited Presentations: The board frequently receives reports and information from both internal and external individuals in order to enable the board to carefully consider issues, and make well-informed decisions that best serve the district. Accordingly, the utmost care should be taken to provide accurate information to the board. Presenters should make every effort to comply with the following procedures:

- A. All information should be concise, meaningful, and as clear as possible. Presenters should focus their presentation on the critical aspects of their report, referring to other submitted materials only as necessary.
- B. All numerical data presented to the board should be collected and compiled in accordance with the rules of statistical rigor, including denoting the sample size and showing trends over time.

Additionally, any external individuals who are presenting to the board must submit any written information, including PowerPoint presentations, to the superintendent's office by Tuesday morning one week prior to the Tuesday board meeting.

Annual Training: The board president must ensure that members of the board complete annual training on provisions of Utah's Open and Public Meetings Act and this policy.

The board has set forth its specific processes for implementing this board policy through the accompanying [administrative procedures](#).

B-2: Administrative Procedures

School Board Meetings -

Participation in Board Meetings



REFERENCES

[Board Policy B-2: School Board Meetings](#)

[Utah Code Ann. §52-4-101 et seq., Open and Public Meetings Act](#)

PROCEDURES FOR IMPLEMENTATION

I. Public Comment – Written and Verbal

- A. The board recognizes the value of providing [individualscitizens](#) with the ability to inform the board on issues that are germane to the authority of the board.
- B. The board encourages public comment on district programs and board policies.
- C. Written Public Comment
 1. Members of the public may submit written public comments for inclusion in the official minutes of the board meeting.
 - a. Written public comments must be
 - i. emailed or hand-delivered to the superintendent or board president and be clearly marked as "WRITTEN PUBLIC COMMENT"; or
 - ii. submitted online using the form available [here](#).
 - b. Any written public comments must be received before the start of any given board meeting in order for such comments to be included in the minutes of that board meeting.
 - i. Written public comments received after the start of a board meeting will be included in the minutes of the next board meeting.
- D. Verbal Public Comment
 1. A public comment period will be placed on the agenda of each board business meeting agenda.
 - a. Board work/study/planning sessions and emergency meetings will not have a public comment period, but members of the public are encouraged to submit written public comments to the board using the process outlined in Section I.C. above.
 2. The public comment period is intended to provide individuals with an uninterrupted opportunity to address the board and a time for the board to actively listen to its community members.
 - a. However, unless the speaker's topic is already on the agenda the board cannot deliberate or take action on items raised during the public comment period.
 - b. When appropriate, the board will direct district staff to follow up with the speaker on the topic presented.
 3. Sign-up for the public comment period is handled on a first-come basis.
 - a. Patrons wishing to address the board may sign up in person, by telephone, or online [here](#) until 4:00 p.m. on the day of the board business meeting. Patrons may also sign up for public comment between 5:00 p.m. and the start of the open session of the board business meeting using the sign-up sheet located outside of the board room.
 - b. Patrons must provide their name, phone number, email/mailling address, and agenda item or topic they wish to discuss.
 4. A maximum of fifteen minutes will be allotted for public comment during board business meetings. This time limit does not apply to public hearings (e.g., boundary changes, truth-in-taxation).
 - a. Speakers will be given three minutes to address the board.
 5. After signing up for public comment, patrons will be provided a copy of these procedures for their reference.
 6. The board will not allow public comments during board meetings that are slanderous, obscene, or otherwise violate state or federal law.
 7. Employees and/or their representatives may not use the public comment period to address issues that should be raised through existing formal communication channels or established grievance or negotiations procedures.
 8. The board president will read speaker guidelines before receiving public comment.

9. Speakers may provide printed material in support of their comments. If possible, any printed material should be provided to the superintendent's office in advance of the meeting to allow such material to be copied and distributed to the board.
10. The public comment notice, which is published on every board business meeting agenda, will be approved by the board. The currently approved notice is as follows:

Note: Persons requesting to speak to the Board of Education in a board business meeting need to sign up prior to the start of the open session of the board meeting. To sign up to speak during the public comment portion, please contact the superintendent's administrative assistant by phone at 801.578.8351 or use the online form available [here](#); individuals may also sign up in person prior to the start of the board business meeting however there is no guarantee that space will still be available. Resolution of questions or responses to proposals should not be expected at this meeting; staff or others may be asked to research and/or prepare materials and solutions for a later time. Fifteen minutes total is scheduled for persons requesting to speak. Three minutes will be allotted for each speaker. If the board receives more requests than the allotted time permits, those requests may be scheduled for the next board business meeting. At any time written public comments may be submitted to the superintendent's office or [online](#) for distribution to the board and inclusion in the official board meeting minutes.

11. In accordance with state law, any individual who substantially disrupts a board meeting may be removed from the meeting by appropriate legal means and may be subject to criminal prosecution.
12. In accordance with state law, the board may schedule other public meetings or hearings to receive public input on specific issues.

II. Local Governmental Participation in Board Meetings

- A. The mayor of Salt Lake City, or his/her designee, may attend and participate in board discussions held in the open meeting portion of any board meeting.
- B. The mayor of Salt Lake City may attend and participate in board discussions held in the closed meeting portion of any board meeting if:
 1. the board invites the mayor to attend and participate; and
 2. the closed meeting is held for the purposes of discussing the board's disposition or acquisition of real property, and the mayor does not have a conflict of interest in respect to the real estate disposition or acquisition.

III. Board Authority to Modify Procedures

- A. The board reserves the right to waive or alter these procedures if in the opinion of the board, it is warranted by the circumstances of any particular meeting.

B-2: Administrative Procedures

School Board Meetings - Participation in Board Meetings



REFERENCES

[Board Policy B-2: School Board Meetings](#)

[Utah Code Ann. §52-4-101 et seq., Open and Public Meetings Act](#)

PROCEDURES FOR IMPLEMENTATION

I. Public Comment – Written and Verbal

- A. The board recognizes the value of providing individuals with the ability to inform the board on issues that are germane to the authority of the board.
- B. The board encourages public comment on district programs and board policies.
- C. Written Public Comment
 1. Members of the public may submit written public comments for inclusion in the official minutes of the board meeting.
 - a. Written public comments must be
 - i. emailed or hand-delivered to the superintendent or board president and be clearly marked as "WRITTEN PUBLIC COMMENT"; or
 - ii. submitted online using the form available [here](#).
 - b. Any written public comments must be received before the start of any given board meeting in order for such comments to be included in the minutes of that board meeting.
 - i. Written public comments received after the start of a board meeting will be included in the minutes of the next board meeting.
- D. Verbal Public Comment
 1. A public comment period will be placed on the agenda of each board business meeting agenda.
 - a. Board work/study/planning sessions and emergency meetings will not have a public comment period, but members of the public are encouraged to submit written public comments to the board using the process outlined in Section I.C. above.
 2. The public comment period is intended to provide individuals with an uninterrupted opportunity to address the board and a time for the board to actively listen to its community members.
 - a. However, unless the speaker's topic is already on the agenda the board cannot deliberate or take action on items raised during the public comment period.
 - b. When appropriate, the board will direct district staff to follow up with the speaker on the topic presented.
 3. Sign-up for the public comment period is handled on a first-come basis.
 - a. Patrons wishing to address the board may sign up in person, by telephone, or online [here](#) until 4:00 p.m. on the day of the board business meeting. Patrons may also sign up for public comment between 5:00 p.m. and the start of the open session of the board business meeting using the sign-up sheet located outside of the board room.
 - b. Patrons must provide their name, phone number, email/mailling address, and agenda item or topic they wish to discuss.
 4. A maximum of fifteen minutes will be allotted for public comment during board business meetings. This time limit does not apply to public hearings (e.g., boundary changes, truth-in-taxation).
 - a. Speakers will be given three minutes to address the board.
 5. After signing up for public comment, patrons will be provided a copy of these procedures for their reference.
 6. The board will not allow public comments during board meetings that are slanderous, obscene, or otherwise violate state or federal law.
 7. Employees and/or their representatives may not use the public comment period to address issues that should be raised through existing formal communication channels or established grievance or negotiation procedures.
 8. The board president will read speaker guidelines before receiving public comment.

9. Speakers may provide printed material in support of their comments. If possible, any printed material should be provided to the superintendent's office in advance of the meeting to allow such material to be copied and distributed to the board.
10. The public comment notice, which is published on every board business meeting agenda, will be approved by the board. The currently approved notice is as follows:

Note: Persons requesting to speak to the Board of Education in a board business meeting need to sign up prior to the start of the open session of the board meeting. To sign up to speak during the public comment portion, please contact the superintendent's administrative assistant by phone at 801.578.8351 or use the online form available [here](#); individuals may also sign up in person prior to the start of the board business meeting however there is no guarantee that space will still be available. Resolution of questions or responses to proposals should not be expected at this meeting; staff or others may be asked to research and/or prepare materials and solutions for a later time. Fifteen minutes total is scheduled for persons requesting to speak. Three minutes will be allotted for each speaker. If the board receives more requests than the allotted time permits, those requests may be scheduled for the next board business meeting. At any time written public comments may be submitted to the superintendent's office or [online](#) for distribution to the board and inclusion in the official board meeting minutes.

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III. Board Authority to Modify Procedures

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