December 2021 Policy - First Reading Packet

Policy Number	Policy Title	Explanation	Adopted BOCES Update	Revised by SH	Keep Current Policy	Deleted	Date of Vote	Not voted upon
1330	Appointments & Designations by the Board of Education	Suggested revision(s): Now titled "Appointments and Designations by the Board." In "[t]he following must be appointed but need not be reappointed annually" list: revised letter h) to change the reference to "Civil Rights Compliance Officer(s)" for consistency with terminology used in other policies, as well as to reflect changes to Title IX's implementing regulations; and added a new letter i) in response to changes to Title IX's implementing regulations which require districts to "designate and authorize" at least one employee to coordinate their efforts to comply with their responsibilities under Title IX (note that under the revised regulations, these employees must be referred to as "Title IX Coordinators"). **Recommended as is, will look to update 22-23 Reorganization Meeting agenda accordingly.**						
1331	Duties of the District Clerk	Suggested revision(s): Revised to provide additional detail regarding duties of the District Clerk. **Recommend with one change , deleting item (e) as all duties related to bids are handled by the Business Office and it is not legally required to be done by District Clerk.**						
1510	Board of Education Meetings	Suggested revision(s): Now titled "Regular Board Meetings and Rules (Quorum and Parliamentary Procedure)." Revised in light of amendments to Public Officers Law Section 103 which require certain documents scheduled to be discussed at a Board meeting to be made available at least 24 hours prior to the meeting. Additionally, sections titled "Quorum" and "Use of Parliamentary Procedure" have been added to the policy. This content was formerly covered in policy 1710, Quorum, and policy 2120, Use of Parliamentary Procedure." Finally, a section titled "Public Comment" has been added. This is new sample language recently developed by Policy Services. Note that this content was formerly covered by sample policy 1512, Public Participation at School Board Meetings. If the District would prefer to retain its District-specific language on this topic in policy 1512, it should delete the "Public Comment" section and reject the suggestion to delete policy 1512. **Recommend with additions from our policy 1512 that was recently amended.**						
1512	Public Participation at School Board Meetings	Suggest District delete: Suggest deleting policy as the content of this policy is covered in the revised policy 1510, Regular Board Meetings and Rules (Quorum and Parliamentary Procedure). **Recommend to delete as sections specifically written for SH are being added to 1510.**						
1640	Absentee Ballots	Suggested revision(s): Customization required. **Recommend with district customization as a school district with personal registration.**						
1710	Quorum	**Suggest District delete:** Suggest deleting policy as the content of this policy is covered in the revised policy 1510, Regular Board Meetings and Rules (Quorum and Parliamentary Procedure). **Recommend to delete.**						
2120	Use of Parliamentary Procedure	**Suggest District delete:** Suggest deleting policy as the content of this policy is covered in the revised policy 1510, Regular Board Meetings and Rules (Quorum and Parliamentary Procedure). **Recommend to delete.**						

Sweet Home Central School District
Policy Committee Meeting
December 8, 2021

Minutes

Present: Mike Ginestre, JoAnn Balazs, Scott Johnson, Kailey McDonald, Brian Laible, Sherry McNamara

1. Reviewed the following policies for December first reading:

1330	Appointments and Designations by the Board of Education	**Suggested revision(s)**: Now titled "Appointments and Designations by the Board." In "[t]he following must be appointed but need not be reappointed annually" list: revised letter h) to change the reference to "Civil Rights Compliance Officer(s)" for consistency with terminology used in other policies, as well as to reflect changes to Title IX's implementing regulations; and added a new letter i) in response to changes to Title IX's implementing regulations which require districts to "designate and authorize" at least one employee to coordinate their efforts to comply with their responsibilities under Title IX (note that under the revised regulations, these employees must be referred to as "Title IX Coordinators"). **Recommended as is, will look to update 22-23 Reorganization Meeting agenda accordingly.**
1331	Duties of the District Clerk	**Suggested revision(s)**: Revised to provide additional detail regarding duties of the District Clerk. **Recommend with one change , deleting item (e) as all duties related to bids are handled by the Business Office and it is not legally required to be done by District Clerk.**
1510	Board of Education Meetings	**Suggested revision(s)**: Now titled "Regular Board Meetings and Rules (Quorum and Parliamentary Procedure)." Revised in light of amendments to Public Officers Law Section 103 which require certain documents scheduled to be discussed at a Board meeting to be made available at least 24 hours prior to the meeting. Additionally, sections titled "Quorum" and "Use of Parliamentary Procedure" have been added to the policy. This content was formerly covered in policy 1710, Quorum, and policy 2120, Use of Parliamentary Procedure." Finally, a section titled "Public Comment" has been added. This is new sample language recently developed by Policy Services. Note that this content was formerly covered by sample policy 1512, Public Participation at School Board Meetings. If the District would prefer to retain its District-specific language on this topic in policy 1512, it should delete the "Public Comment" section and reject the suggestion to delete policy 1512. **Recommend with additions from our policy 1512 that was recently amended.**
1512	Public Participation at School Board Meetings	**Suggest District delete**: Suggest deleting policy as the content of this policy is covered in the revised policy 1510, Regular Board Meetings and Rules (Quorum and Parliamentary Procedure). **Recommend to delete as sections specifically written for SH are being added to 1510.**
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2120	Use of Parliamentary Procedure	**Suggest District delete:** Suggest deleting policy as the content of this policy is covered in the revised policy 1510, Regular Board Meetings and Rules (Quorum and Parliamentary Procedure). **Recommend to delete.**

- Also discussed were policies 5230 & 6110 as requested by Scott Johnson. Those will be discussed at the December 14 study session with the entire Board.

SUBJECT: APPOINTMENTS AND DESIGNATIONS BY THE BOARD OF EDUCATION

Appointments

The Board is authorized to appoint individuals to positions which will facilitate the meeting of its responsibilities to the state, the School System, and the community. These appointments usually take place at the Annual Organizational Meeting.

The following shall be appointed annually:

a) District Clerk;

b) District Treasurer;

c) Deputy Treasurer;

d) Tax Collector and Deputies;

e) External (Independent) Auditor;

f) Treasurer, Extraclassroom Activities Account;

g) District Auditor, Extraclassroom Activities Account;

h) Board Secretary;

i) Audit Committee.

The following must be appointed but need not be reappointed annually:

a) Census Enumerator and assistants;

b) Director of School Health Services (District Physician/Nurse Practitioner);

c) Supervisors of Attendance;

d) Committee on Special Education and Committee on Preschool Special Education;

e) Records Access Officer;

f) Records Management Officer;

g) Asbestos Hazard Emergency Response Act (AHERA) Local Educational Agency (LEA) designee;

(Continued)

SUBJECT: APPOINTMENTS AND DESIGNATIONS BY THE BOARD OF EDUCATION (Cont'd.)

h) Title IX/Section 504/ADA Compliance Officer for discrimination and harassment issues;

i) Liaison for Homeless Children and Youth (McKinney-Vento Liaison);

j) Chemical Hygiene Officer;

k) Dignity Act Coordinator (one in each building);

l) Chief Emergency Officer.

The following may also be appointed:

a) School Attorney;

b) Claims Auditor/Deputy Claims Auditor;

c) Insurance Advisor;

d) Impartial Hearing Officers;

e) Internal Auditor;

f) Copyright Officer.

Designations

The following designations shall be made by the Board of Education at the Annual Organizational Meeting in July:

a) Petty Cash Fund(s);

b) Official Newspaper(s);

c) Official Bank Depositories;

d) Official Bank Signatories;

e) Purchasing Agent;

f) Certifier of Payrolls;

(Continued)

SUBJECT: APPOINTMENTS AND DESIGNATIONS BY THE BOARD OF EDUCATION (Cont'd.)

g) Designated Educational Official (DEO) to receive court notification regarding a student's sentence/adjudication in certain criminal cases and juvenile delinquency proceedings;

h) School Pesticide Representative;

i) Reviewing Official, Hearing Official and Verification Official, for participation in the federal Child Nutrition Program. (The Hearing Officer may not be the same as the Reviewing and/or Verification Official.)

Authorizations

The following authorizations will be made by the Board at the Annual Organizational Meeting in July:

a) Approval of attendance at conferences, conventions, workshops, and the like;

b) Superintendent to approve budget transfers within limits prescribed by Commissioner's Regulation Section 170.2 and Board guidelines;

c) Superintendent to apply for Grants in Aid (state and federal) as appropriate;

d) Establish mileage reimbursement rate as per approved IRS rate;

e) Other(s) as deemed appropriate/necessary.

McKinney-Vento Homeless Education Assistance Act, § 722, as reauthorized by the Every Student Succeeds Act (ESSA) of 2015
29 CFR § 1910.1450
Education Law §§ 305(31), 1709, and 2503
8 NYCRR Part 185
21 NYCRR Parts 1401 and 9760

Adopted: 5/9/06
Revised: 2/10/09; 10/18/11; 3/18/14; 6/20/17; 12/18/18

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g) Asbestos Hazard Emergency Response Act (AHERA) Local Educational Agency (LEA) designee;

(Continued)

SUBJECT: APPOINTMENTS AND DESIGNATIONS BY THE BOARD ~~OF EDUCATION~~ (Cont'd.)

h) ~~Title IX/Section 504/ADA Compliance Officer for discrimination and harassment issues~~ Civil Rights Compliance Officer(s) (coordinates the District's efforts to comply with civil rights laws such as Title VI, Section 504, the Americans with Disabilities Act, and the Age Discrimination Act);

i) Title IX Coordinator(s) (coordinates the District's efforts to comply with Title IX; when appointing, District must "designate and authorize" the Title IX Coordinator(s));

~~i~~j) Liaison for Homeless Children and Youth (McKinney-Vento Liaison);

~~j~~k) Chemical Hygiene Officer;

~~k~~l) Dignity Act Coordinator (one in each building);

~~l~~m) Chief Emergency Officer.

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SUBJECT: APPOINTMENTS AND DESIGNATIONS BY THE BOARD ~~OF EDUCATION~~ (Cont'd.)

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d) Establish mileage reimbursement rate as per approved IRS rate;

e) Other(s) as deemed appropriate/necessary.

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29 CFR § 1910.1450
Education Law §§ 305(31), 1709, and 2503
8 NYCRR Part 185
21 NYCRR Parts 1401 and 9760

Adopted: 5/9/06
Revised: 2/10/09; 10/18/11; 3/18/14; 6/20/17; 12/18/18;

SUBJECT: DUTIES OF THE DISTRICT CLERK

The District Clerk will be appointed by the Board at its Annual Organizational Meeting and will serve for a period of one (1) year. The Clerk's duties include the following:

a) Sees that the proper legal notices and announcements are published on all specifications and items out on bid, in accordance with state law;

b) Maintains an up-to-date record of Board policies and bylaws;

c) Delivers to, and collects from, the President (or Vice President) such papers for signature as may be necessary;

d) Distributes notices to the public announcing availability of copies of the budget to be presented at the Annual District Meeting in compliance with the requirements of the State Education Law;

e) Administers oaths of office, as required by Section 10, Public Officers Law;

f) Gives written notice of appointment to persons appointed as inspectors of election;

g) Assumes other duties customary to the office.

The above duties of the District Clerk are not intended to be complete but should serve as a comprehensive guide in undertaking the duties of this office. The District Clerk shall perform such other duties as may be assigned from time to time by the Board.

Education Law § 2121
Public Officers Law §§ 10 and 104

Adopted: 5/9/06

SUBJECT: DUTIES OF THE DISTRICT CLERK

The District Clerk will be appointed by the Board at its Annual Organizational Meeting and will serve for a period of one ~~(1)~~ year. The Clerk's duties include the following:

a) Attending all meetings of the Board, keeping a record of its proceedings, and recording, by name, those in attendance;

b) Preparing Board meeting minutes, obtaining approval of the minutes by the Board at the next meeting, signing the minutes to signify their official standing, and forwarding copies of the minutes to each Board member;

c) Sending notices of special meetings to Board members;

d) Contacting and communicating with members as required;

~~a~~e) ~~Sees~~ Ensuring that the proper legal notices and announcements are published on all specifications and items out on bid, in accordance with state law;

~~b~~f) Maintain~~s~~ing an up-to-date record of Board policies and bylaws;

~~c~~g) Deliver~~s~~ing to, and collect~~s~~ing from, the President (or Vice President) ~~such~~ papers for signature as may be necessary;

~~d~~h) Distribut~~es~~ing notices to the public announcing availability of budget copies ~~of the budget~~ to be presented at the Annual District Meeting in compliance with the requirements of the State Education Law;

~~e~~i) Administer~~s~~ing oaths of office~~, as required by Section 10, Public Officers Law~~;

~~f~~j) Giv~~es~~ing written notice of appointment to persons appointed as inspectors of election;

k) Calling all meetings to order in the absence of the President and Vice President; and

~~g~~l) Assum~~es~~ing other duties customary to the office.

The above duties of the District Clerk are not intended to be complete, but should serve as a ~~comprehensive~~ guide in undertaking the duties of this office. The District Clerk ~~shall~~ will perform ~~such~~ other duties as may be assigned ~~from time to time~~ periodically by the Board.

Education Law § 2121
Public Officers Law §§ 10 and 104

Adopted: 5/9/06
Revised:

SUBJECT: BOARD OF EDUCATION MEETINGS

All Board meetings will be open to the public except those portions that are executive sessions. The Board will make reasonable efforts to ensure that all meetings are held in an appropriate facility that can adequately accommodate all members of the public who wish to attend. The Superintendent will attend all Board meetings. Members of the Superintendent's staff may attend Board meetings at the Superintendent's discretion. The Board may also request that additional people attend.

Regular Board meetings will take place on the day and time designated by the Board at the Annual Organizational Meeting, except as modified. Any Board meeting may be adjourned to a future date and time if approved by a majority of the Board present. Further, if a meeting date falls on a legal holiday, interferes with other area meetings, or Board member attendance will be less than a quorum, the Board will select a date for a postponed meeting at the prior regular meeting, and it will direct the Clerk to notify all members. The District Clerk will provide the Board members written notice of the time of and agenda for each regular meeting before the meeting.

When the Board schedules a meeting on at least one week's notice, it will give or electronically transmit public notice of the time and place to the news media and conspicuously post the notice in one or more designated public locations at least 72 hours before the meeting. Notice of other meetings will be given or electronically transmitted, to the extent practicable, to the news media and conspicuously posted at one or more designated public locations at a reasonable time before the meeting. When the District has the ability to do so, it will conspicuously post the meeting notices on its website.

The Superintendent will prepare the meeting agenda during the week before the meeting and review it with the Board President. The agenda will then be distributed to Board members no later than the Friday before the regular meeting. The President or other Board members will submit requests to place matters on the agenda to the Superintendent. Whenever individuals or groups wish to bring a matter to the attention of the Board, they will submit a written request to the Superintendent.

District records available to the public under the Freedom of Information Law, as well as any proposed rule, regulation, policy, or amendment scheduled to be discussed at a Board meeting will be made available upon request, to the extent practicable, before the meeting. Copies of these records may be made available for a reasonable fee. These records will be posted on the website to the extent practicable before the meeting.

If videoconferencing or online technology is used to conduct a meeting, the public notice for the meeting will inform the public, identify all the locations for the meeting, and state that the public has the right to attend at any of the locations. If a meeting is streamed live over the Internet, the public notice will inform the public of the website's Internet address. Voting may be done through videoconferencing, provided that members can be both seen and heard voting and participating from remote locations.

(Continued)

SUBJECT: BOARD OF EDUCATION MEETINGS (Cont'd.)

Recording Meetings

The Board allows public meetings to be photographed, broadcast, webcast, or otherwise recorded by means of audio or video, in a non-disruptive manner, and it supports the use of this technology to facilitate the open communication of public business.

Education Law §§ 1708 and 2504
General Construction Law § 41
Public Officers Law Article 7, §§ 103(d), 104, and 107

NOTE: Refer also to Policies #1511 -- Agenda Format
#1512 -- Public Participation at School Board Meetings
#1520 -- Special Meetings of the Board of Education
#1710 -- Quorum
#1730 -- Executive Sessions
#2120 -- Use of Parliamentary Procedure
#6217 -- Employment of Relatives of Board of Education Members

Adopted: 5/9/06
Revised: 3/18/14; 2/23/16; 12/18/18

SUBJECT: REGULAR BOARD ~~OF EDUCATION~~ MEETINGS AND RULES (QUORUM AND PARLIAMENTARY PROCEDURE)

All Board meetings will be open to the public except those portions that are executive sessions. The Board will make reasonable efforts to ensure that all meetings are held in an appropriate facility that can adequately accommodate all members of the public who wish to attend. The Superintendent will attend all Board meetings. Members of the Superintendent's staff may attend Board meetings at the Superintendent's discretion. The Board may also request that additional people attend.

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District records available to the public under the Freedom of Information Law, as well as any proposed resolution, rule, regulation, policy, or amendment scheduled to be discussed at a Board meeting will be made available upon request, to the extent practicable~~,~~ at least 24 hours before the meeting. Copies of these records may be made available for a reasonable fee. These records will be posted on the District's website to the extent practicable at least 24 hours before the meeting.

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SUBJECT: REGULAR BOARD ~~OF EDUCATION~~ MEETINGS AND RULES (QUORUM AND PARLIAMENTARY PROCEDURE) (Cont'd.)

Recording Meetings

The Board allows public meetings to be photographed, broadcast, webcast, or otherwise recorded by means of audio or video, in a non-disruptive manner, and it supports the use of this technology to facilitate the open communication of public business.

Quorum

The quorum for any Board meeting is four members. No formal action will be taken at any meeting where a quorum is not present. Unless otherwise required by law, official action will only be taken by approval of the majority of the full Board.

Use of Parliamentary Procedure

The Board will use pertinent portions of the latest edition of Robert's Rules of Order to conduct its business.

Public Comment

The Board encourages courteous and respectful public comment at Board meetings. All speakers must conduct themselves in a civil manner. Obscene language, harassing language, defamatory statements, and threats of violence are prohibited. All participants are required to comply with the District *Code of Conduct*.

The Board will designate a specific portion of its meeting agenda for public comment for a period of up to 30 minutes on agenda items only. The public is not permitted to discuss topics unrelated to the District, matters unrelated to the agenda, and/or matters involving specific individuals. Each speaker will be allowed up to three minutes. The Board may request, but will not require, speakers identify themselves. The Board is not required to allow speakers to cede their remaining time to other speakers. Written comments may be directed to the Board.

If there are a large number of individuals who want to address the Board, the Board President may limit the number of repetitive comments being made so that the time limit on public comment is not exceeded.

If individuals engage in disruptive or unruly behavior during the meeting, the Board President will remind the audience of this policy and the requirement to conduct themselves in a civil manner and comply with the District *Code of Conduct*. The Board President may call for the removal of disruptive or unruly individuals from the meeting. When appropriate, law enforcement may be called to remove disruptive or unruly individuals. In some instances, individuals engaging in disruptive or unruly behavior may be subject to criminal sanctions.

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SUBJECT: REGULAR BOARD ~~OF EDUCATION~~ MEETINGS AND RULES (QUORUM AND PARLIAMENTARY PROCEDURE) (Cont'd.)

These rules apply to residents and nonresidents equally.

Education Law §§ 1708, 2504, and 2801
General Construction Law § 41
Penal Law § 240.20
Public Officers Law Article 7
8 NYCRR § 100.2

NOTE: Refer also to Policies #1520 -- Special Meetings of the Board of Education
#1730 -- Executive Sessions
#6217 -- Employment of Relatives of Board Members

Adopted: 5/9/06
Revised: 3/18/14; 2/23/16; 12/18/18;

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Guidelines for Participation

a) The Board of Education will provide two opportunities during each meeting for public participation:

1. An opportunity after the review or approval of the agenda for participants to comment upon the agenda.

2. An opportunity at the end of the meeting for participants to address the Board on topics appropriate for open session.

b) The Board welcomes attendance and participation by District residents, persons having business within the boundaries of the School District and persons who do business with the Board of Education.

c) A maximum of 30 minutes will be reserved for comments from community members. Board members may also request a 30 minute extension of this time, subject to Board approval.

d) Those wishing to speak must be at least 16 years of age.

(Continued)

SUBJECT: REGULAR BOARD ~~OF EDUCATION~~ MEETINGS AND RULES (QUORUM AND PARLIAMENTARY PROCEDURE) (Cont'd.)

e) All participants must be recognized by the presiding officer and must preface their comments by an announcement of their name, address and group affiliation, if appropriate.

f) Each speaker will be limited to three minutes to offer comments pursuant to the guidelines offered below, unless the Board votes to waive rules to allow it. The participant will not be allowed to transfer all or part of their allotted time to another participant.

g) All statements must be directed at the presiding officer; no visitor to a Board meeting may address or question Board members individually.

h) Participants may register their request to speak with the District Clerk or the Deputy District Clerk in advance of the meeting. Those that register in advance of the meeting will speak in order of their sign-up. Community members who do not sign-up prior to the start of the meeting will speak after those who signed up in advance.

i) Participants may not discuss specific individuals or issues that fall under executive session.

Role of the Board President

In order to facilitate an appropriate and productive discourse, the Board President also has the right to exercise one of the following options:

a) Interrupt or terminate a participant's comments when the comment is too lengthy, personally directed, abusive or irrelevant;

b) Request any individual to leave the meeting when the person does not observe reasonable decorum;

c) Call for a recess or an adjournment to another time when the lack of decorum so interferes with the orderly progress of the meeting;

d) Direct comments and questions from participants to the Superintendent, administrator, or appropriate department for action or response within a reasonable time frame after the meeting.

If there are a large number of individuals who want to address the Board, the Board President may limit the number of repetitive comments being made so that the time limit on public comment is not exceeded.

If individuals engage in disruptive or unruly behavior during the meeting, the Board President will remind the audience of this policy and the requirement to conduct themselves in a civil manner and comply with the District *Code of Conduct*. The Board President may call for the removal of disruptive or unruly individuals from the meeting. When appropriate, law enforcement may be called to remove disruptive or unruly individuals. In some instances, individuals engaging in disruptive or unruly behavior may be subject to criminal sanctions.

SUBJECT: REGULAR BOARD ~~OF EDUCATION~~ MEETINGS AND RULES (QUORUM AND PARLIAMENTARY PROCEDURE) (Cont'd.)

These rules apply to residents and nonresidents equally.

Education Law §§ 1708, 2504, and 2801
General Construction Law § 41
Penal Law § 240.20
Public Officers Law Article 7
8 NYCRR § 100.2

NOTE: Refer also to Policies #1520 -- Special Meetings of the Board of Education
#1730 -- Executive Sessions
#6217 -- Employment of Relatives of Board Members

Adopted: 5/9/06
Revised: 3/18/14; 2/23/16; 12/18/18

SUBJECT: PUBLIC PARTICIPATION AT SCHOOL BOARD MEETINGS

The Board of Education recognizes the importance of maintaining an open dialogue with community members by assigning two consistent agenda items to public comment at each regular business meeting. In so doing, community members choosing to speak at a Board of Education meeting are bound by the terms outlined in this policy and must conduct themselves in a manner commensurate with this policy, the District *Code of Conduct* and all laws and regulations that govern the operation of a Board of Education.

Guidelines for Participation

a) The Board of Education will provide two opportunities during each meeting for public participation:

   1. An opportunity after the review or approval of the agenda for participants to comment upon the agenda.

   2. An opportunity at the end of the meeting for participants to address the Board on topics appropriate for open session.

b) The Board welcomes attendance and participation by District residents, persons having business within the boundaries of the School District and persons who do business with the Board of Education.

c) A maximum of 30 minutes will be reserved for comments from community members. Board members may also request a 30 minute extension of this time, subject to Board approval.

d) Those wishing to speak must be at least 16 years of age.

e) All participants must be recognized by the presiding officer and must preface their comments by an announcement of their name, address and group affiliation, if appropriate.

f) Each speaker will be limited to three minutes to offer comments pursuant to the guidelines offered below, unless the Board votes to waive rules to allow it. The participant will not be allowed to transfer all or part of their allotted time to another participant.

g) All statements must be directed at the presiding officer; no visitor to a Board meeting may address or question Board members individually.

h) Participants may register their request to speak with the District Clerk or the Deputy District Clerk in advance of the meeting. Those that register in advance of the meeting will speak in order of their sign-up. Community members who do not sign-up prior to the start of the meeting will speak after those who signed up in advance.

(Continued)

SUBJECT: PUBLIC PARTICIPATION AT SCHOOL BOARD MEETINGS (Cont'd.)

i) Participants may not discuss specific individuals or issues that fall under executive session.

Role of the Board President

In order to facilitate an appropriate and productive discourse, the Board President also has the right to exercise one of the following options:

a) Interrupt or terminate a participant's comments when the comment is too lengthy, personally directed, abusive or irrelevant;

b) Request any individual to leave the meeting when the person does not observe reasonable decorum;

c) Call for a recess or an adjournment to another time when the lack of decorum so interferes with the orderly progress of the meeting;

d) Direct comments and questions from participants to the Superintendent, administrator, or appropriate department for action or response within a reasonable time frame after the meeting.

Adopted: 5/9/06
Revised: 5/12/15; 4/16/19; 1/19/21

SUBJECT: ABSENTEE BALLOTS

The Board of Education authorizes the District Clerk or a Board designee (the latter only if the District does not provide for the personal registration of voters) to provide absentee ballots to qualified District voters. Absentee ballots shall be used for the election of School Board members, School District public library trustees, the adoption of the annual budget and School District public library budget and referenda.

A District voter must request in advance an application for an absentee ballot. The voter must complete the application and state the reason he/she will not be able to appear in person on the day of the District election/vote for which the absentee ballot is requested. The application must be received by the District Clerk or Board designee at least seven (7) days before the election/vote if the ballot is to be mailed to the voter, or the day before the election/vote if the ballot is to be delivered personally to the voter.

Pursuant to the provisions of Education Law, a qualified District voter is eligible to vote by absentee ballot if he/she is unable to appear to vote in person on the day of the School District election/vote because:

a) He/she is or will be a patient in a hospital, or is unable to appear personally at the polling place on the day of the election/vote because of illness or physical disability;

b) He/she has duties, occupation or business responsibilities, or studies which require being outside of the county or city of residence on the day of the School District election/vote;

c) He/she will be on vacation outside of the county or city of residence on the day of such District election/vote;

d) He/she will be absent from the voting residence due to detention in jail awaiting action by a grand jury or awaiting trial, or is confined in prison after conviction for an offense other than a felony; or

e) He/she will be absent from the School District on the day of the School District election/vote by reason of accompanying spouse, parent or child who is or would be, if he/she were a qualified voter, entitled to apply for the right to vote by absentee ballot.

Statements on the application for absentee ballot must be signed and dated by the voter.

An absentee ballot must reach the office of the District Clerk or Board designee not later than 5 p.m. on the day of the election/vote in order that his/her vote may be canvassed.

(Continued)

SUBJECT: ABSENTEE BALLOTS (Cont'd.)

A list of all persons to whom absentee ballots have been issued shall be maintained in the Office of the District Clerk or Board designee and made available for public inspection during regular office hours until the day of the election/vote. Any qualified voter may, upon examination of such list, file a written challenge of the qualifications as a voter of any person whose name appears on such list, stating the reason for such challenge. The written challenge shall be transmitted by the District Clerk or Board designee to the election inspectors on the day of the District election/vote. In addition, any qualified voter may challenge the acceptance of the absentee voter's ballot of any person on such list by making his/her reasons known to the election inspector before the close of the polls.

Education Law Sections 1501-c, 2014, 2018-a, 2018-b and 2613

Adopted: 5/9/06
Revised: 10/18/11

SUBJECT: ABSENTEE BALLOTS

The Board authorizes the District Clerk or a Board designee to provide absentee ballots to qualified District voters. Absentee ballots will be used for the election of Board members and District public library trustees, the adoption of the annual budget, and District public library budget and referenda.

A District voter must request in advance an application for an absentee ballot. The voter must complete the application and state the reason he or she will not be able to appear in person on the day of the District election/vote for which the absentee ballot is requested. The application must be received by the District Clerk or Board designee at least seven days before the election/vote if the ballot is to be mailed to the voter, or the day before the election/vote if the ballot is to be delivered personally to the voter.

An absentee ballot will also be mailed to every qualified District voter otherwise eligible for an absentee ballot who sends a signed letter requesting an absentee ballot which states the address of the voter to the District Clerk or Board designee. The signed letter must be received by the District Clerk or Board designee not earlier than the thirtieth day before the election/vote and at least seven days before the election/vote. Enclosed with the absentee ballot will be an application form for the absentee ballot. The absentee ballot will not be counted unless a valid application form is enclosed with the ballot.

A qualified District voter is eligible to vote by absentee ballot if he or she is unable to appear to vote in person on the day of the District election/vote because he or she:

a) Is or will be a patient in a hospital, or is unable to appear personally at the polling place on the day of the election/vote because of illness or physical disability;

b) Has duties, occupation or business responsibilities, or studies which require being outside of the county or city of residence on the day of the District election/vote;

c) Will be on vacation outside of the county or city of residence on the day of the District election/vote;

d) Will be absent from the voting residence due to detention in jail awaiting action by a grand jury or awaiting trial; or is confined in prison after conviction for an offense other than a felony; or

e) Will be absent from the District on the day of the District election/vote by reason of accompanying spouse, parent, or child who is or would be, if he or she were a qualified voter, entitled to apply for the right to vote by absentee ballot.

**Customize to District*

SUBJECT: ABSENTEE BALLOTS (Cont'd.)

Statements on the application for absentee ballot must be signed and dated by the voter.

A voter's absentee ballot must reach the Office of the District Clerk or Board designee not later than 5 p.m. on the day of the election/vote in order that his or her vote may be canvassed.

Qualified District voters who are unable to personally appear at the polling place because of a permanent illness or physical disability and whose registration record has been marked "permanently disabled" pursuant to law are entitled to receive an absentee ballot without application if they have previously applied for an absentee ballot.

A list of all persons to whom absentee ballots have been issued will be maintained in the Office of the District Clerk or Board designee and made available for public inspection during regular office hours until the day of the election/vote. Any qualified voter may, upon examination of this list, file a written challenge of the qualifications as a voter of any person whose name appears on this list, stating the reason for the challenge. The written challenge will be transmitted by the District Clerk or Board designee to the election inspectors on the day of the District election/vote. In addition, any qualified voter may challenge the acceptance of the absentee voter's ballot of any person on this list by making his or her reasons known to the election inspector before the close of the polls.

**Option 2 - If the District provides for the personal registration of voters, retain all language in option 2. Delete all language in option 1 which is for districts that utilize poll lists. Retain the section on military ballots.*

The Board authorizes the District Clerk to provide absentee ballots to qualified District voters. Absentee ballots will be used for the election of Board members and District public library trustees, the adoption of the annual budget, and District public library budget and referenda.

A District voter must request in advance an application for an absentee ballot. The voter must complete the application and state the reason he or she will not be able to appear in person on the day of the District election/vote for which the absentee ballot is requested. The application must be received by the District Clerk no earlier than the thirtieth day before the election/vote. The application must be received by the District Clerk at least seven days before the election/vote if the ballot is to be mailed to the voter or the day before the election/vote if the applicant or his or her agent delivers the application to the District Clerk in person.

A qualified District voter is eligible to vote by absentee ballot if he or she will be:

a) Absent from the county of his or her residence;

b) Unable to appear at the polling place because of illness or physical disability, or duties related to the primary care of one or more individuals who are ill or physically disabled, or because he or she will be or is a patient in a hospital;

**Customize to District*

(Continued)

SUBJECT: ABSENTEE BALLOTS (Cont'd.)

c) An inmate or patient of a veteran's administration hospital; or

d) Absent from his or her voting residence because he or she is detained in jail awaiting action by a grand jury or awaiting trial, or confined in jail or prison after a conviction for an offense other than a felony, provided that he or she is qualified to vote in the election district of his or her residence.

Statements on the application for absentee ballot must be signed and dated by the voter.

A voter's absentee ballot must reach the Office of the District Clerk not later than 5 p.m. on the day of the election/vote in order that his or her vote may be canvassed.

Qualified District voters who are unable to personally appear at the polling place because of a permanent illness or physical disability and whose registration record has been marked "permanently disabled" pursuant to law are entitled to receive an absentee ballot without application.

A list of all persons to whom absentee ballots have been issued will be maintained in the Office of the District Clerk and made available for public inspection during regular office hours until the day of the election/vote. Any qualified voter may, upon examination of this list, file a written challenge of the qualifications as a voter of any person whose name appears on this list, stating the reason for the challenge. The written challenge will be transmitted by the District Clerk to the election inspectors on the day of the District election/vote. In addition, any qualified voter may challenge the acceptance of the absentee voter's ballot of any person on this list by making his or her reasons known to the election inspector before the close of the polls.

Military Ballots

The Board authorizes the District Clerk* or a Board designee to provide military ballots to military voters to be used for the election of Board members and District public library trustees, the adoption of the annual budget, and District public library budget and referenda.

A military voter is:

a) A qualified voter of New York State who:

1. Is in actual military service and, by reason of that military service, is absent from the District on the day of registration or election; or

2. Is discharged from that military service within 30 days of an election; or

**Customize to District -- Retain phrase "or Board designee" only if District utilizes poll lists vs. personal registration of voters.*

(Continued)

SUBJECT: ABSENTEE BALLOTS (Cont'd.)

b) A spouse, parent, child, or dependent of the previously described voter, accompanying or being with that voter, if a qualified voter of New York State and a resident of the District.

A military voter may designate a preference to receive a military ballot application or a military ballot by mail, fax, or email. This designation will remain in effect until revoked or changed by the military voter. If a military voter does not designate a preference, a military ballot application or a military ballot will be provided to the military voter by mail.

Military ballots will be distributed as soon as practicable, but no later than 25 days before the election/vote.

Three days before the first day for distribution of military ballots, the names of all candidates duly nominated for public office and the amendments, referenda, propositions, and questions to be voted for on the ballots will be determined. If, at a later date, the nomination of any candidate named on a military ballot is found invalid, the ballot will still be valid, but no vote for the invalid candidate will be counted in the election/vote.

A voter's military ballot must be received by the Office of the District Clerk** or Board designee not later than 5 p.m. on the day of the election/vote in order that his or her vote may be canvassed at which point the military ballot will be processed in the same manner as absentee ballots.

All military ballot applications and military ballots must be returned by mail or in person.

Education Law §§ 2014, 2018-a, 2018-b, 2018-d, and 2613
8 NYCRR Part 122

***Customize to District -- Retain phrase "or Board designee" only if District utilizes poll lists vs. personal registration of voters.*
Adopted: 5/9/06
Revised: 10/18/11;

SUBJECT: ABSENTEE BALLOTS

The Board authorizes the District Clerk to provide absentee ballots to qualified District voters. Absentee ballots will be used for the election of Board members and District public library trustees, the adoption of the annual budget, and District public library budget and referenda.

A District voter must request in advance an application for an absentee ballot. The voter must complete the application and state the reason he or she will not be able to appear in person on the day of the District election/vote for which the absentee ballot is requested. The application must be received by the District Clerk no earlier than the thirtieth day before the election/vote. The application must be received by the District Clerk at least seven days before the election/vote if the ballot is to be mailed to the voter or the day before the election/vote if the applicant or his or her agent delivers the application to the District Clerk in person.

A qualified District voter is eligible to vote by absentee ballot if he or she will be:

a) Absent from the county of his or her residence;

b) Unable to appear at the polling place because of illness or physical disability, or duties related to the primary care of one or more individuals who are ill or physically disabled, or because he or she will be or is a patient in a hospital;

c) An inmate or patient of a veteran's administration hospital; or

d) Absent from his or her voting residence because he or she is detained in jail awaiting action by a grand jury or awaiting trial, or confined in jail or prison after a conviction for an offense other than a felony, provided that he or she is qualified to vote in the election district of his or her residence.

Statements on the application for absentee ballot must be signed and dated by the voter.

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(Continued)

SUBJECT: ABSENTEE BALLOTS (Cont'd.)

Military Ballots

The Board authorizes the District Clerk to provide military ballots to military voters to be used for the election of Board members and District public library trustees, the adoption of the annual budget, and District public library budget and referenda.

A military voter is:

a) A qualified voter of New York State who:

1. Is in actual military service and, by reason of that military service, is absent from the District on the day of registration or election; or

2. Is discharged from that military service within 30 days of an election; or

b) A spouse, parent, child, or dependent of the previously described voter, accompanying or being with that voter, if a qualified voter of New York State and a resident of the District.

A military voter may designate a preference to receive a military ballot application or a military ballot by mail, fax, or email. This designation will remain in effect until revoked or changed by the military voter. If a military voter does not designate a preference, a military ballot application or a military ballot will be provided to the military voter by mail.

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A voter's military ballot must be received by the Office of the District Clerk not later than 5 p.m. on the day of the election/vote in order that his or her vote may be canvassed at which point the military ballot will be processed in the same manner as absentee ballots.

All military ballot applications and military ballots must be returned by mail or in person.

Education Law §§ 2014, 2018-a, 2018-b, 2018-d, and 2613
8 NYCRR Part 122

Adopted: 5/9/06
Revised: 10/18/11;

SUBJECT: QUORUM

The quorum for any meeting of the Board shall be four (4) members. No formal action shall be taken at any meeting at which a quorum is not present. When only a quorum exists, the Board shall act by unanimous vote unless otherwise required by the laws of the State of New York.

General Construction Law Section 41

Adopted: 5/9/06

SUBJECT: USE OF PARLIAMENTARY PROCEDURE

The Board will use pertinent portions of the latest edition of Robert's Rules of Order to conduct its business.

Adopted: 5/9/06
Revised: 12/18/18