

## By-Laws

**SUBJECT: REGULAR BOARD MEETINGS AND RULES (QUORUM AND PARLIAMENTARY PROCEDURE)**

All Board of Education meetings must be open to the public except those portions of the meetings which qualify as executive sessions. A "meeting" is defined as an official convening of a public body for the purpose of conducting public business and a "public body" is defined as an entity of two (2) or more persons which requires a quorum to conduct public business, including committees and subcommittees. Reasonable efforts shall be made to ensure that all meetings are held in an appropriate facility which can adequately accommodate any and all members of the public who wish to attend.

Whenever such a meeting is to take place, there must be at least seventy-two (72) hours advance notice in accordance with the provisions of the Open Meetings Law. Notice of other meetings shall be given as soon as is practicable in accordance with law.

If videoconferencing is used to conduct a meeting, the public notice for the meeting shall inform the public that videoconferencing will be used, identify the locations for the meeting, and state that the public has the right to attend the meeting at any of the locations.

Regular meetings of the Board of Education of Lancaster Central School District shall take place on the day and time designated by the Board at the Annual Organizational Meeting, except as modified at subsequent meetings of the Board.

It is the responsibility of the Superintendent to prepare the agenda and review it with the Board President for each meeting of the Board. The agenda for each meeting shall be prepared during the week prior to the meeting. The agenda shall be distributed to Board members no later than the Friday before such regular meeting. Whenever the President or other members of the Board wish to bring a matter to the attention of the Board, such request should be made to the Superintendent so that the same can be placed on the agenda. Whenever individuals or groups wish to bring a matter to the attention of the Board, such request shall be addressed in writing to the Superintendent. The Superintendent shall present such matter to the Board.

The District Clerk shall notify the members of the Board of Education in advance of each regular meeting. Such notice, in writing, shall include an agenda and the time of the meeting.

In the event that a meeting date falls on a legal holiday, interferes with other area meetings, or there is an inability to attend the meeting by Board members to the extent that a quorum would not be present, the Board shall select a date for a postponed meeting at the previous regular meeting, and shall direct the Clerk to notify all members.

Any meeting of the Board may be adjourned to a given future date and hour if voted by a majority of the Board present.

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

The Superintendent and members of his/her staff at the Superintendent's discretion shall attend all meetings of the Board. The Superintendent shall attend all executive session meetings of the Board except those that concern his/her evaluation, employment status, and salary determination. The Board may request the attendance of such additional persons as it desires.

**Agenda Format at Regular Board Meetings**

For regular Board meetings, the following format is used:

- a) Call to order, roll call, Pledge of Allegiance, Moment of Silence for Individual Reflection;
- b) Recognition and Achievement;
- c) Correspondence;
- d) Approval of Minutes;
- e) Items from Staff Organizations;
- f) Board Reports;
- g) Superintendent's Administrative Report;
- h) Old Business;
- i) New Business;
- j) Financial Reports;
- k) Public Hearing; and
- l) Adjournment.

The Board of Education sets aside a regular agenda time (see "k" above) at which point any person who wished to address the Board, may speak. Any person wishing to address the Board must contact the District clerk by 3:00pm on the day of a Board meeting with their name, address, and topic they wish to speak about. The time limit to speak will be limited to 5 minutes per person. Speakers wishing to address the board must state his/her name, address, and the group, if any, he/she represents. A regular place on the agenda is scheduled for representatives of the Lancaster Central Teachers' Association, the Lancaster Administrative and Supervisory Association and the Lancaster Association of Service Personnel.

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The agenda distributed to members of the Board of Education prior to meetings shall be given first consideration. However, flexibility in the agenda shall permit current and important items to be added.

For special and emergency meetings, the regular meetings agenda format shown above may be shortened and/or adapted to fit the purpose of the meeting.

**Recording of Meetings**

The Board recognizes that advances in technology allow public meetings to be photographed, broadcast, webcast and/or otherwise recorded, by means of audio or video, in a non-disruptive manner and supports the use of such technology to facilitate the open communication of public business. To that end, the Board may adopt rules addressing the location of the equipment and/or personnel used to photograph, broadcast, webcast and/or record such meetings to assure that its proceedings are conducted in an orderly manner. Such rules shall be conspicuously posted during meetings and written copies provided, upon request, to meeting attendees.

**Public Expression at Meetings**

Public expression at such meetings shall be encouraged and a specific portion of the agenda shall provide for this privilege of the floor. At its discretion, the Board may invite visitors to its meetings to participate in the Board's discussion of matters on the agenda.

The Board of Education reserves the right to enter into executive session as specified in Policy #1540 -- Executive Sessions.

**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.

**Use of Parliamentary Procedure**

The business of the Board of Education shall be conducted in accordance with the authoritative principles of parliamentary procedure as found in the latest edition of Robert's Rules of Order.

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**SUBJECT: REGULAR BOARD MEETINGS AND RULES (QUORUM AND PARLIAMETARY PROCEDURE) (Cont'd.)**

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

NOTE: Refer also to Policies #1514 – Public Expression at Board Meetings  
#1520 -- Special Meetings of the Board of Education  
#1540 -- Executive Sessions  
#5410 -- Purchasing  
#6211 -- Employment of Relatives of Board of Education Members  
#8340 -- Instructional Materials and Nonpublic School Students

Adopted: 1/11/16