

The Board of Trustees School Board Meeting Procedure

Agenda

The agenda for any Board meeting shall be prepared by the Board Chairman and Superintendent. Additional persons may attend agenda planning when invited by the Board Chairman or Superintendent. Items submitted by the Board Chair or at least two (2) board members shall be placed on the agenda. Citizens may also suggest inclusions on the agenda. Such suggestions must be received by the Superintendent at least 4 days before the Board meeting, unless of immediate importance. Individuals who wish to address the Board must also notify the Superintendent, in writing, of the request. The request must include the reason for the appearance. Citizens wishing to make brief comments about school programs or procedures or items on the agenda need not request placement on the agenda, and must follow the procedure established for public input at Board meetings.

Regular Meetings

A forty-eight (48) hour agenda notice shall be required in advance of each regular meeting, however, additional agenda items may be added after completion of the agenda up to and including the hour of the meeting, provided that a good faith effort is made to include in the notice all agenda items known at the time to be probable items of discussion. Notices and agendas must be posted in a prominent place at the principal office of the District, or if no such office exists, at the building where the meeting is to be held.

Special Meetings

A twenty-four (24) hour meeting and agenda notice is required. The agenda notice shall include at a minimum the meeting date, time and place.

Amending Agendas

An agenda may be amended provided that a good faith effort is made to include all items known to be probable items of discussion in the original agenda notice.

If an amendment to an agenda is made after an agenda has been posted but forty-eight (48) hours or more prior to the start of a regular meeting, or twenty-four (24) hours or more prior to the start of a special meeting, then the agenda is amended upon the posting of the amended agenda.

If an amendment to an agenda is proposed after an agenda has been posted and less than forty-eight (48) hours prior to a regular meeting or less than twenty-four (24) hours prior to a special meeting but prior to the start of the meeting, the proposed amended agenda shall be posted but shall not become effective until a motion is made at the meeting and the Board votes to amend the agenda.

An agenda may be amended after the start of a meeting upon a motion that states the reason for the amendment and states the good faith reason the agenda item was not included in the original agenda posting.

Order of Business

The order of business will be determined by the Board Chairman and Superintendent and may include input from the Board. Upon consent of the majority of the members present, the order of business at any meeting may be changed.

Consent Agenda

The Board approves the use of a consent agenda. Any item which appears on the consent agenda may be removed by a member of the Board. The remaining items will be voted on by a single motion. The approved motion will be recorded in the minutes, including a listing of all items appearing on the consent agenda.

Minutes

The Clerk shall keep written minutes of all open sessions, which shall be signed by the Chair and the Clerk. The minutes shall include:

- The date, time and place of the meeting;
- The presiding officer;
- Board members recorded as absent or present;
- All motions, resolutions, or orders proposed and their disposition;
- The results of all votes, and upon the request of a member, the vote of each member, by name;
- Legal basis for recessing into executive session; and
- Time of adjournment.

When issues are discussed that may require a detailed record, the Board may direct the Clerk to record the discussion verbatim.

Unofficial minutes shall be delivered to Board members in advance of the next regularly scheduled meeting of the Board. Minutes need not be read publicly, provided that members have had an opportunity to review them before adoption. A file of permanent minutes of Board meetings shall be maintained in the office of the Clerk, to be made available within a reasonable period of time after a meeting for inspection upon the request.

Minutes of Executive Session

The Clerk shall keep written minutes of executive session. Said minutes shall be limited to a specific reference to the Idaho code sub-section authorizing the executive session and sufficient detail to provide the general subject matter to identify the

purpose and topic of the executive session. The roll call vote to go into executive session shall be recorded in the minutes. The minutes shall not contain information that would compromise the purpose of going into executive session.

Minutes of Negotiation Sessions

In all negotiation sessions between the Board and the local education association, the Clerk shall take written minutes. All documentation exchanged between the parties during a negotiation session, including all offers and counter-offers, shall be retained by the District and shall be subject to public-writings disclosure laws.

Quorum

No business shall be transacted at any meeting of the Board unless a majority of its members are present to constitute a quorum. A quorum may pass a resolution. If a quorum is not present within the first thirty (30) minutes of the scheduled start of the meeting, the Chairman may declare the meeting postponed.

Meeting Conduct and Order of Business

General rules of parliamentary procedure are used for every Board meeting. *Robert's Rules of Order* may be used as a guide at any meeting. The order of business shall be reflected on the agenda. The use of proxy votes shall not be permitted. Voting rights are reserved to those trustees in attendance (including electronically). Voting shall be by acclamation or show of hands.

Legal Reference:

I.C. § 67-2343 Notice of Meetings

I.C. § 67-2344 Written Minutes of Meetings

I.C. § 33-510 Annual meetings Regular meetings Boards of Trustees

Policy History:

Adopted on: August 13, 2007

Revised on: March 10, 2014

Revised on: July 16, 2025