



Policy: Board Meeting Preparation, Agenda Preparation & Distribution
File Code: A20
Warned: June 10, 2024
Adopted: August 26, 2024

Policy

All Board meetings will be held in compliance with Vermont's open meeting law, 1 V.S.A. §§ 310 et seq, and will be conducted according to Robert's Rules of Order, Newly Revised.¹

Regular Meeting Schedule

Regular meetings of the board will be held at Middlebury Union High School on the second and fourth Monday of each month at 6:30pm.² The meeting schedule will be published and made available by the superintendent to any person on request.

Special and emergency meetings will be called by the chair in conjunction with the superintendent or when requested by a majority of the board and shall be warned appropriately.³ Only items on the agenda may be acted upon at these meetings.⁴

Conduct of Board Meetings

Meetings will be conducted in accordance with Robert's Rules of Order, Newly Revised. Members of the board may attend and participate in a regular, special or emergency meeting by electronic or other means so long as the requirements of 1 V.S.A. §312(a)(2) are met.

Executive Sessions

Executive sessions of the board will be convened only for the purposes stated in 1 V.S.A. §313. The minutes of any meeting where an executive session takes place will reflect the specific statutory reason for convening the executive session. Board members will not make public the confidential issues discussed during an executive session.

Agenda Preparation

The Executive Committee, in consultation with the superintendent, will prepare proposed agendas for all meetings of the board. Agenda items may be suggested by any board member, staff member, student, or citizen of the district. If the request is denied, the item can be placed on the agenda through a request by three board members. The inclusion of items on proposed agendas will be at the discretion of the executive committee.

An item may only be added or removed from a meeting agenda as the first order of business at the meeting.⁵ Other adjustments to an agenda may be made at any time during the meeting.

The board will follow an annual agenda planning cycle that is directed through input to the executive committee from the board. The cycle will include reviewing, monitoring, and affirming interactions with stakeholder groups, approval of policies and activities to improve board performance through education, and enriched input and deliberation. Within this planning process is also the orientation of new board members.

Minutes shall follow Robert's Rules of Order. The final wording of the motions, as amended and adopted or rejected shall be noted. As appropriate points of discussion maybe noted. Information about the vote: Voice, Counted, Roll-call, Ballot shall be recorded.

Agenda Distribution

The proposed agenda, together with supporting materials, will be distributed to board members

by the superintendent three days prior to regular meetings and as soon as practicable before special and emergency meetings. At least 48 hours prior to a regular meeting and 24 hours prior to a special meeting, the superintendent shall ensure that the agenda is posted in the municipal clerk's office and [two other designated physical locations in the municipality].⁶ In addition, proposed meeting agendas will be made available to any interested person upon specific request.⁷

¹ See 16 V.S.A. §554(b)

² See 1 V.S.A. §312(c)(1). This meeting schedule is subject to change for holidays, the regular school calendar, and other considerations. See our online school board calendar for the most current meeting time and place information.

³ See 1 V.S.A. See 1 V.S.A. §312(c)(2) & (3)

⁴ See Robert's Rules of Order §9. Although action on items not on the proposed agenda for regular meetings is allowed as "New Business," boards should avoid taking action on non-agenda items at regular meetings. If necessary, emergency meetings can be called to act on matters needing immediate action.

⁵ See 1 V.S.A. § 312(d)(3)(A)

⁶ See 1 V.S.A. § 312(d)

⁷ This section of this model policy is not required. See 1 V.S.A. § 312(c) and (d) for notice and warning requirements for special and emergency meetings.

<i>VSBA Version:</i>	March 3, 2020
<i>Date Warned:</i>	
<i>Date Adopted:</i>	
<i>Legal Reference(s):</i>	1 V.S.A. §§ 310 et seq. (Public meetings) 16 V.S.A. § 554 (School board meetings)
<i>Cross Reference:</i>	