

Urban Academy

Policy and Procedure:

BOARD PROCEDURES

Policy No.: 07.04

Originate: November 2007

Revised: December 2021

Adopted: 11/19/07

Page 1 of 1

I. PURPOSE

- A. This policy is to ensure that board members and all meeting participants maintain order and conduct themselves in a respectful manner and recognizes the Board Chair's directives.

II. GENERAL STATEMENT

- A. Board Chair or Vice Board Chair (in absence of Board Chair) is responsible to maintain order in the meeting at all times. He/she is to keep the meeting according to the agenda that is set forth in the board meeting, which is approved before the meeting.

1. Rules of Order

- Board Chair is to call the meeting to order
- Board Secretary is to do role call of all board and ex-officio board members
- Board agenda and additions are to be reviewed for approval

B. Non-Member Participation in Board Meetings

1. Board meetings are an opportunity for the staff, parents and community to come to meet with the board and bring their comments to be discussed with the school board during monthly board meetings. Every non-member will be respected and their comments acknowledged once the board has officially completed their board business according to the agenda.
2. Non-members are not to comment in the meeting unless called upon by the Board Chair. If a non-member attending the meeting becomes disrespectful or disruptive during the meeting, the school board reserves the right to have the non-member dismissed or removed from the meeting.

A. Rules of Order

- At the end of the board meeting the Board President will maintain an "Open Comment" section on the agenda for non-members to make comments
- All comments will be limited to 2 minutes
- All comments may not be addressed immediately by the board. The school board reserves the right to respond to the comment(s) at a later date, not surpassing 60 days in a written response