

Book	Policy Manual
Section	(A) LOCAL BOARD
Title	Policy A106 - Meetings
Code	A106
Status	Active
Adopted	October 14, 1981
Last Revised	April 9, 2014
Last Reviewed	April 9, 2014

Policy Number: A106

Title: Meetings

Section: Local Board Procedures

Meetings

Parliamentary Authority

Except as otherwise required by law, the Joint Committee will conduct its meetings pursuant to the most current edition of Parliamentary Procedure at a Glance, by O. Garfield Jones.

Quorum

A quorum shall be five (5) Joint Committee members present at a meeting. No business shall be transacted at a meeting without a quorum, but the members at such a meeting may adjourn to another time.

Presiding Officer

The President shall preside at all meetings of the Joint Committee. In the absence, disability or disqualification of the President, the Vice President shall act instead; if neither person is present, a Joint Committee member shall be elected President pro tempore by a plurality of those present to preside at that meeting only. The act of any person so designated shall be legal and binding.

Notice

Notice of all public meetings of the Joint Committee shall be given by the publication of the date, place, and time of such meetings in the newspaper of general circulation designated by the Joint Committee and the posting of such notice at the school.

A. Notice of regular meetings shall be given by the publication and posting of a schedule showing the date, place and time of all regular meetings for the fiscal year at least three days prior to the time of the first regular meeting.

B. Notice of all special meetings shall be given by publication and posting of notice at least 24 hours prior to the time of the meeting, except that such notice shall be waived when a special meeting is called to deal with an actual emergency involving a clear and present danger to life or property.

C. Notice to all rescheduled meetings shall be given by publication and posting of notice at least 24 hours prior to the time of the meeting.

D. Notice of all public meetings shall be given to any newspaper circulating in Montgomery County or a radio or television station which so requests. Notice of all public meetings shall be given to any individual who so requests and who provides a stamped, addressed envelope for such notification.

E. Notice of all regular and special meetings of the Joint Committee shall be given to school directors by mail not later than 24 hours prior to the time of the meeting.

F. If an executive session has not been previously announced publicly, notice of the session shall be given to the Joint Committee members 24 hours in advance of the time for convening, specifying the date, time, location and purpose of the executive session.

Regular Meetings

The Joint Committee shall meet on the second Wednesday of each month at 8:00 P.M. at EASTERN, except the months of January and July during which no meeting is scheduled.

The date and time of the monthly Joint Committee meetings may be changed by the consent of a majority of the Joint Committee. Each year in May, the date and time for the ensuing year's meetings will be established.

A. It shall be the responsibility of the Director and Superintendent of Record to prepare an agenda of the items of business to come before the Joint Committee at each regular meeting. The agenda, together with all such reports as can be completed, shall be provided to each Joint Committee member at least two days before the meeting.

B. The order of business shall be as follows, unless altered by the President or a majority of those present and voting:

Call to order

Roll Call

Approval of Minutes

Executive Session Announcement

Hearing of Citizens

President's Report

Financial Report

Student Recognition

Academic Affairs

Policy

Personnel Affairs

Facilities and Financial Affairs

Solicitor's Report

Old Business

New Business

Next Meeting Date

Adjournment

Special Meetings

Special Meetings shall be public and may be called for special or general purposes.

A. The President may call a special meeting at any time and shall call a special meeting upon the presentation of requests in writing, of three Joint Committee members. Upon the President's failure or refusal to call a special meeting, such meeting may be called at any time by a majority of Joint Committee members.

No business shall be transacted at any special meeting except that named in the call sent to the members for such special meeting, provided that the special meeting may be called for general purposes. The order of business shall be as follows unless altered by the President, or a majority of those present and voting:

Call to order

Reading of notice of meeting

Hearing of Citizens

Transaction of business for which meeting was called

Adjournment

Hearing of Citizens

A member of the public present at any public meeting of the Joint Committee may address the Joint Committee in accordance with the Joint Committee's rules.

Presentations

Except in emergencies, the Committee shall not attempt to decide upon any question before examining and evaluating all information any member requests the Joint Committee to consider. The Director shall be given an opportunity to examine and to evaluate all such information and to recommend action before the Committee attempts to make a decision.

Voting

All motions shall require for adoption a majority vote of those Joint Committee members present and voting except as provided by statute.

A. The following actions require the recorded affirmative votes of a majority of the full number of Joint Committee members:

1. fixing length of school term;

2. adopting textbooks recommended by the Director;

3. appointing or dismissing the Superintendent of Record, the Director, Assistant Director, Supervisors and Teachers;

4. adopting the annual budget;

5. adopting courses of study;

6. establishing additional schools or departments;

7. designating depositories for school funds;

8. entering into contracts of any kind, including contracts for the purchase of fuel or any supplies where the amount involved exceeds \$4,000;

9. fixing salaries or compensation of officers, teachers, or other appointees of the Joint Committee;

10. dismissal, after hearing, of nontenured employee;

11. adoption of a corporate seal for EASTERN;
12. determination of the location and amount of any real estate required by EASTERN for school purposes;
13. vacating and abandoning property to which the Joint Committee has title;
14. determining the holidays, other than those provided by statute, which shall be observed by special exercises and those on which the schools shall be closed during the whole part of the day;
15. removal of a Joint Committee member;
16. declaration that a vacancy exists on the Joint Committee by reason of the failure or neglect of a Joint Committee member to qualify;
17. removal of an officer of the Joint Committee;
18. removal of an appointee of the Joint Committee; and
19. adopt, amend or repeal a procedure of the Joint Committee.

Minutes

The Joint Committee shall cause to be made and retain as a permanent record, minutes of public meetings of the Joint Committee. Said minutes shall be comprehensible and complete and shall show the following:

- A. The date, place, and time of the meeting
- B. The Joint Committee members present
- C. The substance of all official actions taken
- D. Recorded votes
- E. Names of all citizens who appeared officially and the subject of their testimony

The meetings of the Joint Committee will be tape recorded for the Secretary's reference and, upon approval of the minutes, the tapes will be reused.

Minutes should be as brief as possible and should be reported in the order in which the business was presented in the meeting. They should record all action taken by the group, including:

- A. The exact wording of motions. (Motions may be requested in writing);
- B. The name of the member who introduced a motion (but not that of the seconder); and
- C. The action on the motion.

Personal opinions and details of discussion are not included. What is done by the Joint Committee, not what is said by the members, should be recorded.

Any member wishing to have comments included in the minutes should so indicate at the time of making the comments. Copies of such statements will be forwarded to the member for review.

The minutes will be reviewed by the Director, Superintendent of Record and President of the Joint Committee prior to distribution.

The Secretary shall provide each Joint Committee member with a copy of the minutes of the last meeting no later than two days before the next regular meeting. The minutes of Joint Committee meetings shall be approved at the next succeeding meeting. The approved minutes shall be signed by the Secretary of the Joint Committee and attested by the presiding officer.

Adjournment

The Joint Committee may at any time recess or adjourn to an adjourned meeting at a specified date and place upon the majority of those present and voting.

The adjourned meeting shall take up its business at the point in the agenda where the motion to adjourn was acted upon.

Executive Session

The Joint Committee may hold an executive session before, during, or after a public meeting or at another time. The presiding officer shall notify members of the public at the public meeting preceding or following the executive session that the Joint Committee held the session to discuss one or more of the following:

- A. personnel matters
- B. labor relations matters
- C. threatened or actual litigation matters in consultation with legal advisor
- D. purchase or lease of real estate
- E. privileged communications
- F. matters related to school safety, the disclosure of which if conducted in public, would: (1) be reasonably likely to impair the effectiveness of such measures, or (2) create a reasonable likelihood of jeopardizing the safety or security of an individual or a school, including a building, public utility, resource, infrastructure, facility or information shortage system.

The notice given to the public shall be sufficiently specific to indicate a real, discrete matter that is best addressed in private.

Subcommittee Meetings

Subcommittee meetings may be called at any time by the subcommittee chairperson or when requested to do so by two members of the subcommittee.

Subcommittee meetings will be open to the public unless permitted to be closed under Section XII above.

Recording of Public Meetings

Members of the public and the media may record public meetings of the Joint Committee subject to the following limitations.

- A. Recording may not interfere with the conduct of the meeting or hamper participation in the meeting by anyone present.

B. Any setting up or taking down of equipment used to record a public meeting must be completed before or after the public meeting. No such activity will be permitted during a public meeting if it would cause a distraction or otherwise interfere with the conduct of the meeting.

C. The conduct of the meeting will not be interrupted or delayed due to a malfunction of the recording equipment or the need to change tapes.

Participation by Remote Communication Device

The Joint Committee believes that the physical presence and participation of Joint Committee members at meetings greatly enhances the deliberations of the Joint Committee. However, recognizing that there may be times when remote attendance and participation by one or more Joint Committee members may be necessary or desirable, the Joint Committee authorizes such remote attendance and participation subject to the provisions of this Policy.

Joint Committee members shall be able to attend Joint Committee meetings (including, for the limited purposes of this provision, all public meetings of the Joint Committee, committee meetings, executive sessions, and information sessions) and participate in deliberations and voting through electronic communications, where applicable, in accordance with the provisions of this Policy.

The President or Presiding Officer may permit other necessary participants to attend and participate remotely in Joint Committee meetings, as defined above, as determined by the President or Presiding Officer in consultation with the Executive Director.

The Joint Committee authorizes the Executive Director or designee to procure and/or make available any resources or equipment reasonably needed to implement this Policy.

A Joint Committee member who attends a Joint Committee meeting remotely shall be considered present only if they can hear everything said at the meeting and be heard by all of those attending the meeting.

There is no limit to the number of Joint Committee members or other participants who may remotely attend a Joint Committee meeting and participate in deliberations and voting.

A Joint Committee member who wishes to attend and participate in a Joint Committee meeting remotely shall submit such request to the President or Presiding Officer and the Executive Director at least three (3) days prior to the meeting. This timeline may be waived at the discretion of the President or Presiding Officer, in consultation with the Executive Director.

At the discretion of the President or Presiding Officer, in consultation with the Executive Director or designee(s), a Joint Committee meeting may be conducted primarily or entirely via remote means. Under this scenario, the Executive Director or designee(s) shall work with the Solicitor or other legal counsel, as necessary, to ensure proper legal advertising of the meeting and that procedures are in place for such meeting to otherwise be conducted in accordance with the Sunshine Act and other applicable law. All rules normally applicable to in-person meetings of the Joint Committee shall be observed in meetings held primarily or entirely via remote means to the extent practicable and appropriate to the nature and features of the technology used. Under these circumstances, the requirement that individual Joint Committee members submit a request to participate in the meeting remotely shall be waived.

Joint Committee members shall follow the below procedures when attending and participating in a Joint Committee meeting remotely.

1. Ensure that the remote location where they will be located during the meeting is quiet and free from background noise and interruptions; and
2. Attend and participate in the entire meeting, if possible. If a Joint Committee member is not able to attend and participate in the entirety of a meeting, the official minutes will indicate when the Joint Committee member joined and left the meeting. Joint Committee members are only able to vote on matters during the period of time that they are present, either physically or remotely.

Adopted: 10/14/81

Revised: 8/13/99

Revised: 3/09/11

Revised: 4/09/14

Revised: 10/14/20