

Responsible Office: Office of the Board of Trustees

GOVERNANCE POLICY GP-16

MEETING PROTOCOLS

PURPOSE

The Board of Trustees (Board) is the policy-making body of the Clark County School District (District), and the Board Meeting is the forum in which the business of the people is conducted. This Board Policy shall set the procedures related to meetings of the Board, to include the preparation of meeting agendas, order of business, quorum, voting, and minutes.

POLICY

1. Through regular meetings, the Board:
 - a. Considers the interests of the District and provides direction and guidance to the Superintendent in the furtherance of those interests; and
 - b. Provides oversight of the District's operations, to include its finances, to assure the constituents of Clark County are kept informed and given an opportunity to comment on the business of the District.
2. Preparation of Agenda and Support Materials.
 - a. The Superintendent, in coordination with the Board President and Vice President, shall prepare the agenda for all meetings of the Board, including approving agenda items.
 - b. The Superintendent shall be responsible for the preparation of reference material in support of agenda items.
3. Consent Agenda:
 - a. The consent agenda is used to recognize routine matters in an expeditious manner. Items that generally appear on the consent agenda include expenditures, contracts, and reports customarily approved by the Board without discussion and for items delegated to the Superintendent yet required by law or contract to be Board approved.
 - b. To ensure the Board attends to consent agenda items as expeditiously as possible, Trustees are expected to attend scheduled Trustee briefings and ask clarifying questions regarding the briefing topics. Trustees should email additional questions to the Superintendent's Liaison to the Board of Trustees for review with the Superintendent.
 - c. A Trustee may request that an item be removed from the consent agenda for consideration separate from the other consent agenda items.

The Board President or the acting chair retains discretion in deciding whether the item will be considered separately. A Trustee who wishes to remove an item from the consent agenda to be considered separately shall first make reasonable efforts (24 hours notice) to contact the Superintendent to answer questions and resolve concerns.

- d. If a Trustee's request to have an item removed is not granted, the Trustee may make a motion at the meeting to remove the item from the consent agenda. A motion to remove an item from the consent agenda shall include the reasons why the Trustee is making the motion and what attempts were made to address the request before the meeting.

4. Formative Report to the Board Calendar:

- a. The Formative Reports to the Board topics shall be set annually into the calendar. It is the intention of the Board to plan and prioritize the agenda to focus on deliberation and policy approval related to District Vision, Strategic Plan, and Balanced Governance Model Standards.
- b. An attempt shall be made to focus the majority of the Board meeting agenda on goal progress checking rather than deliberation of operations and management topics. To ensure depth of deliberation, the Board agenda shall attempt to focus on no more than two (2) or three (3) substantive instructional topics per meeting.

5. Adding Agenda Items. A Trustee may request agenda items using the following process:

- a. The Superintendent will attempt to answer Trustee inquiries and questions regarding policy and procedure prior to such inquiries and questions being submitted as an agenda item;
- b. Agenda items must be requested to the Board President at least 14 business days prior to a Board meeting, who has discretion whether to add the agenda item to a future meeting;
- c. Items submitted by the deadline shall be reviewed by the Board President, Vice President, and the Superintendent.
- d. If approved, the item is placed on the draft agenda of the upcoming Board meeting. The Superintendent has the discretion to identify the amount of time required for the staff to prepare to address the item requested for the agenda.
- e. Items submitted outside the 14 day deadline due to an emergency or time-sensitive circumstance shall be reviewed and may be placed on the next board meeting agenda if agreed upon by the Board President, Vice President, and Superintendent.
- f. The Board President, Vice President, and Superintendent will determine if

the decision to include the agenda item needs to go to a full Board vote.

- g. If a requested agenda item is declined, the Board President shall notify the submitting Trustees(s) and share the reasons for the decline.
- h. The public shall not be allowed to place items on the agenda.

6. Appealing a Declined Request for an Agenda Item:

If a request for adding an agenda item is denied, and the requesting Trustee wishes to appeal that decision, the following process is available:

- a. The proposed item shall be listed as an "Item for Possible Inclusion on the Next Available Agenda" under the Adoption of the Agenda section of the Board. The requesting Trustee may move that the requested agenda item be included at the next available Trustee meeting.
- b. In making such a motion, the requesting Trustee shall share at the Board meeting the reasoning for their request to add the agenda item, and the motion shall focus only on the reasoning for the request.
- c. The Board meeting discussion shall allow for the Superintendent or Board President to address reasons for the declination of the request.
- d. If the motion is approved by a majority of the Board, the item shall appear on the next available agenda.

7. Deleting an Item from the Agenda:

Any Trustee who wishes to delete any item from the agenda may make a motion to do so during the Adoption of the Agenda section of the Board meeting.

- a. Prior to the posting dates of the agenda, a draft of the agenda shall be prepared and submitted in a timely manner to the Superintendent, Board President, and Board Vice President for review and recommendation on consent agenda and action items. When possible, items placed on the agenda shall reference a Board Policy or the District Vision, Strategic Plan, and Balanced Governance Model Standards unless the items appear on the consent portion of the agenda
- b. At least 10 business days prior to a meeting, the Office of the Board of Trustees creates a draft agenda.
- c. Eight business days prior to a meeting, a draft copy of the agenda (only) is emailed to Trustees and Board Counsel for review.
- d. Trustees have 24 hours to respond to any questions or concerns with items on the draft agenda and submit their requests for items to be briefed during Trustee Briefing to the Board President and Vice

President.

- e. Seven business days prior to the meeting, an Agenda Review Meeting takes place with the Board President, Vice President, and Superintendent to review the draft agenda. After the Agenda Review Meeting, the Director, Office of the Board of Trustees, will send a recap of the meeting to all Trustees, noting which agenda items will be briefed during Trustee Briefings. Trustees should email additional questions to the Superintendent's Liaison to the Board of Trustees for review with the Superintendent.
- f. Eight calendar days prior to a meeting, the agenda and supporting reference documents are posted and are available to Trustees and the public.
- g. If a holiday occurs during the agenda development process listed above, the deadlines may be adjusted.

8. Meeting Conduct and Order of Business:

- a. All Board meetings shall be scheduled, noticed, and conducted in an orderly manner. The Board will function through regular meetings, work sessions, special meetings, and emergency meetings.
- b. Trustees are expected to attend the Board meetings and are permitted to attend via electronic means, if necessary.
- c. The Board shall meet regularly and at least once a month. Special meetings of the Board shall be held at the call of the Board President, or upon written request of three Trustees. Upon the call of a special meeting of the Board, the Clerk must provide written notice to all members of the Board.
- d. The Board President or Vice President may: take items on the agenda out of order, combine two or more agenda items for consideration, remove an item from the agenda, or delay discussion related to an item on the agenda at any time.
- e. Meetings shall be managed by the Board President including time and place of the meeting. In the physical absence of the President, the Vice President shall manage the meeting. If both the President and Vice President are absent, the Clerk shall manage the meeting. When all officers are absent, but a quorum is present, the members present shall choose one from the group to manage the meeting.
- f. Voting:
 - i. No action of the Board is valid unless approved by a majority of the voting members of the Board.

- ii. It is the duty of every member of the Board who has an opinion on an action item to vote.
- iii. A Trustee may not approve, disapprove, vote, abstain, or otherwise act upon a matter: (a) Regarding which the public officer or employee has accepted a gift or loan; (b) In which the public officer or employee has a significant pecuniary interest; (c) Which would reasonably be affected by the public officer's or employee's commitment in a private capacity to the interests of another person; or (d) Which would reasonably be related to the nature of any representation or counseling that the public officer or employee provided to a private person for compensation before another agency within the immediately preceding year, provided such representation or counseling is permitted by NRS 281A.410, without disclosing the information to the Chair and other Trustees at the meeting prior to any discussion of the item. After disclosure, the Trustee shall participate fully in the item.
- iv. A Trustee cannot be compelled to vote and must abstain from voting on an action item which the independence of judgment of a reasonable person in the Trustee's situation would be materially affected by: (a) The Trustee's acceptance of a gift or loan; (b) The Trustee's significant pecuniary interest; or (c) the Trustee's commitment in a private capacity to the interests of another person. If it is a Trustee's intention to abstain from voting on an item, such intention must be stated prior to any discussion on the item.

Public Comments

The Board of School Trustees encourages and values public input. To create a safe and welcoming environment at Board meetings, conducive for Board business and public comment, everyone is expected to be respectful and civil.

The Board requires that individuals conduct themselves professionally and that their behavior and comments remain civil and courteous. In addition, public comment is meant to allow members of the public to address the Board, not each other. Please direct your comments to the Board as a whole and refrain from addressing other members in the audience. Personal attacks against individual members will not be allowed. Personal issues raised during public comment may be addressed on a case-by-case basis by the Superintendent or designated staff at a later time. To maintain consistent and fair practices, members of the Board will not address individual public comments.

As required by the Nevada Open Meeting Law and the Board's Governance Policies, members of the public shall be provided the opportunity to be heard at Board meetings. Public Comment at Board meetings should be reserved for matters directly within the jurisdiction of the Board (e.g., District policy, Board Vision, Monitoring of District Goals).

Additionally, in order to be responsive to specific public concerns, the Board encourages the public to first address their concerns with the staff member closest to the situation, in an effort to have their concerns addressed as quickly as possible. Individuals whose concerns remain unaddressed through this method should contact the Board member who represents them. This will allow the Board member to ensure a staff member responds to their inquiry. In order to honor the seriousness of individual concerns, the Board will ask the Superintendent to report back to the individual Board member on the outcome of the issue in a timely manner. Personnel, labor negotiations, student discipline, and other sensitive matters shall be reported to the Board in a gathering per NRS 241.015(3)(b)(2) and 288.220.

Board members who believe the Superintendent has not reported back to them in a timely manner or with an acceptable response regarding the complaint or concern shall address their concern using the Balanced Governance Progressive Response process.

To better engage with individuals and the community, the Board may host community engagement opportunities outside of the Board room setting. All meeting dates, times, and locations can be found on the Trustees' Web page at <http://ccsd.net/about/school-board> or by contacting the Board Office at 702-799-1072.

Public Comment may be exercised in the following way:

1. There will be a public comment period offered for individuals wishing to speak on matters within the jurisdiction of the Board but not listed as an action item on the agenda. This public comment period will be immediately prior to the adjournment of the meeting. Each individual wishing to speak during this period will be given 3 minutes to address the board. The public should be aware that the Board is unable, by law, to deliberate or take action on items not listed on the agenda. In an effort to be fair and consistent, Board members will refrain from addressing individual public commenters.
2. In addition to the public comment period on non-action items, members of the public are permitted to provide public comment on any agenda item requiring Board action. Public comment on these items will be held for each item after staff presentations and discussion by the Board, but before the Board votes on the item. Customarily, speakers will be called in the order in which they signed up to speak. To minimize distractions, no additional speakers may sign up once the Board President has introduced the agenda item. Speakers will be given 3 minutes to address the Board and shall remain on topic. The consent agenda is considered a single action item with a 3 minute speaking limit per individual, no matter how many sub-items the individual wishes to comment on. Extended comments can be submitted to the Board in writing and will be attached to the agenda item for which they are received. Written comments received prior to the deadline that speakers can call the Board Office are uploaded to the appropriate agenda item in the content-management platform. Any written comments received after the deadline and prior to the meeting adjourning are uploaded to the content-management platform within the appropriate item on

the next business day.

3. The public is encouraged to refer to the Board agenda for instructions on how to sign up to speak during public comment. Also, members of the public requiring special assistance or a reasonable accommodation at the meeting, including translators for Spanish and other languages, are required to contact the Board Office at least 24 hours in advance of the meeting so that reasonable accommodations may be made. Staff will do its best to reasonably accommodate any same-day requests, but cannot guarantee the availability of a specific accommodation.
4. The Board reserves the right to waive or alter this procedure if, in the opinion of the Board, it is warranted by the circumstances of any particular meeting. In addition, in the event that extenuating circumstances exist, the Board President, in consultation with Board Counsel, may modify this procedure as needed. This includes assessing the level of public interest for specific topics and making a reasonable interpretation of the time limits of individual speakers based on time, place, and manner. NRS241.020(3)(d)(7)
5. At each meeting, the chair may read speaker guidelines prior to receiving public input.

Meeting Decorum

The Board meeting is a place to conduct District business, not an open forum. Please observe the following rules while in attendance.

1. No heckling of speakers or shouting, disruptive conduct as defined by NRS 241.030 from the audience.
2. No signs greater than 18 inches x 24 inches in the meeting.
3. No personal cell phone calls in the Board room.
4. While exiting the room, do so quietly.

Failure to follow these rules by an individual or group is grounds for an attendee or group of attendees being asked to leave the meeting.

NRS 241.030(4)(a). Examples of disruptive conduct include, without limitation, yelling, stomping of feet, whistles, applause, heckling, name-calling, use of profanity, personal attacks, physical intimidation, threatening use of physical force, assault, battery, or any other acts intended to impede the meeting or infringe on the rights of staff or meeting participants.

Guidelines for Public Comments:

1. Speakers may not use racial slurs, personal insults, threats, or other inappropriate language during their public comment period.

2. Speakers should address the Board as a whole and not individual Board members, members of CCSD staff, or members of the public.
3. Speakers must remain on the topic they signed up to speak on and will be reminded or asked to do so should they get off-topic. If they still do not get back on the topic to be addressed at the time, they will be asked to sit down and wait for the appropriate action item or non-action item comment period of the meeting.
4. One public comment on non-agenda items per individual, per meeting.
5. No individual may sign up for another individual without the express or implied authority to do so.
6. No individual may yield their time to another individual.
7. No individual may speak on behalf of individuals without the express or implied authority to do so.

The Board President may:

1. Call a speaker to order if their statement exceeds their time limit, is abusive, inappropriate, obscene, or disrupts the business of the Board.
2. Request the speaker to leave the meeting if they refuse to come to order.
3. Request the assistance of security or law enforcement to remove a disorderly speaker from the meeting.

Disorderly conduct from speakers and members of the public shall result in additional consequences for each infraction:

1. Removal from the meeting and/or trespassing – 30 days
2. Removal from the meeting and/or trespassing – 60 days
3. Removal from the meeting and/or trespassing – 180 days

Reminder to the public:

What you say could potentially violate the rights of others under the laws related to defamation or invasion of privacy. The board is not liable for any individual's actions. If you are unsure of the legal effect of your remarks, you should seek independent advice from legal counsel.

In an effort to keep all participants safe, attendees are directed to obey all lawful orders issued by CCSD Police Services or other security personnel, which may include being directed to remain or move to a specific area or location, lower voices for safety reasons, or other safety-related commands. Willfully disturbing a public meeting or interfering with the conduct of official business in a public building are unlawful and

may subject the violator to citation or arrest.

Individuals are not required to address the Trustees in person in order to express their concerns. The Trustees may also receive communication via e-mail, fax, US Mail, and by phone. Contact information is provided as follows:

Clark County School District Office of the Board of Trustees

5100 W. Sahara Ave., Las Vegas, NV 89146

702-799-1072 (phone) 702-799-0257 (fax)

Business hours: 7:00 a.m. – 5:00 p.m.

<https://www.ccsd.net/about/school-board/contact>

REVISION HISTORY

Date	Revision	Modification
05.07.26	1.0	Adopted