

BC - MEETINGS OF THE BOARD

Regular Meetings

Regularly scheduled meetings of the Jamestown Public School District School Board shall be held monthly on the 1st and 3rd Monday of the month unless rescheduling is necessary as determined by the Board President. All board meetings shall be properly noticed in accordance with law. The annual schedule for regular meetings will be posted on the District website.

At the beginning of each regular school board meeting, board members must be given the opportunity to participate in a voluntary recitation of the pledge of allegiance. Regular meeting agendas will be set in accordance with School Board Policy and may be added to or altered at the time of the regular meeting. Every regular meeting will include a public comment period.

Special Meetings

Any meeting of the Board that is not a regularly scheduled meeting is considered a special meeting. The Board may only discuss the specific topics included in the special meeting notice and cannot add or alter a special meeting agenda at the time of the special meeting. Public comment at special meetings will only be allowed if included in the meeting notice in advance of the special meeting.

Work Sessions and Retreats

The Board may, from time to time, meet in work sessions, also known as retreats, at a time and place conducive to in-depth discussion of the policies and goals of the District. All such meetings shall be open to the public and subject to the same notice and agenda-setting requirements as any other special meeting of the Board. No official action may be taken at a work session or retreat.

A Board “meeting” (subject to open meeting laws and notice requirements) does not include:

1. A chance or social gathering at which District business is not considered or discussed;
2. Emergency operations during a disaster or emergency declared under N.D.C.C. 37-17.1-10 or an equivalent ordinance if a quorum of the Board are present but not discussing school business as a Board, task force, or working committee.
3. The attendance of Board members at any national, regional, or state association to which the District, School Board, or individual Board members belong;
4. Training seminars at which no other District business is considered or discussed.

Board Meeting Procedures

All meetings will be conducted in an orderly and businesslike manner in accordance with School Board policies, procedures, and the law. Robert's Rules of Order may be referred as a guide, but such rules are superseded by board policy or state and/or federal law.

All votes of the Board, other than on procedural matters, shall be roll call votes, with the votes of each member being made public at the open meeting. Procedural votes must be recorded roll call votes upon the request of any member of the Board.

At the request of a resident of the District, the District must record a regular or special meeting, archive the recording, and make the recording available to the public. A request must be submitted to the Superintendent no later than seven days prior to the meeting. The District shall publish on its website a link to the recording of a board meeting. The recording must be available on the District's website for no fewer than three months from seven days after the meeting. This requirement does not apply to executive sessions nor work sessions held as part of a regular or special meeting.

If the District provides a livestream of a regular or special meeting of the Board, the District must notify the public of the location of the link to access the livestream in the meeting notice.

Complementing Policies+

- BC-BR, Procedure for Seating New Board at the Annual Meeting
- BC-E, Sample Meeting Notice
- BCAA, Board Meeting Agenda and Pre-Meeting Preparation
- BCAD, Executive Session

**End of Jamestown Public School District Policy BC.....Adopted:10/4/2021
Amended 10/5/2026**