



Title: **PROCEDURES FOR BOARD OF EDUCATION MEETINGS**

Code: BDD

Book: CCPS Policies and Regulations

Section: B - Board Governance & Operations

RELATED ENTRIES:

OFFICE: SUPERINTENDENT OF SCHOOLS

PROCEDURES FOR BOARD OF EDUCATION MEETINGS

TIME OF MEETINGS

~~The Board shall conduct a regular business meeting on the second Wednesday of each month. A work session on the fourth Wednesday will be held as necessary based upon Board needs.~~ **will hold regular business meetings on one Wednesday each month. Work sessions may also be held on Wednesdays, as needed.** The regular business meetings will begin in closed session at 4:30 p.m. The meeting will be open to the public at 5:30 p.m. The work sessions shall begin at 5:00 p.m. and are open to the public except as noted below. Meeting dates and times may be changed by a majority of the Board, and the Board may meet at other times as needed.

PLACE OF MEETINGS

The Board shall determine the location of each meeting for the ensuing school year and shall promptly cause this information to be made public. The location of other special meetings shall be determined by the Board.

NOTICE OF MEETINGS

Advance notice of any regularly scheduled open or closed meeting of the Board of Education of Cecil County shall be posted on the Board's website.

The notice of open meetings shall be in writing and shall include the date, time, and place of the meeting. The notice of closed meetings shall be in writing and shall include the date, time, place of meeting, statutory authorization to close the meeting, and listing of topics to be discussed during the closed session.

MEETING FORMAT AND OPPORTUNITIES FOR PUBLIC PARTICIPATION

By law, all Board of Education meetings are open to the public, except as permitted by the Open Meetings Law, and the minutes of these public meetings shall likewise be public. The general public is invited to attend and observe any open meeting of the Board, including work sessions; however, public participation is only permitted when the presiding officer expressly invites public testimony, questions/comments, or other form of public participation or when it is authorized by law. With the exception of the Public Participation agenda item, the public may not ask questions or participate in discussion of Board agenda items unless they have requested and been included on the meeting agenda for the specific matter under consideration.

Regular Meetings

While Boards are not required to allow time the public to speak at meetings, the Board does encourage public engagement and is interested in hearing perspectives from the community. Regular meetings are designed for the Board to carry out its legal responsibilities, including but not limited to consideration of: minutes, policies, resolutions, bids, and human resources items. Board members may complete calendar related discussions and report on attendance at other meetings. Informational presentations by members of the staff, employee and student recognitions, and reports from stakeholder groups are also scheduled.

The Public Participation portion of the regular meeting is specifically designed to enable members of the public an opportunity to address the Board in accordance with reasonable content neutral and viewpoint neutral parameters. The parameters for these remarks are defined in the Guidelines for Public Participation section listed below. The Board will take this time to listen and consider. They will not render a decision on public participation issues when they are presented. If speakers have specific questions, the Board may direct staff to respond as appropriate. Generally, the Board and Superintendent will only comment during the public participation portion of the meeting for the following reasons: 1. to correct misinformation; 2. to add information so that a person's comments may be heard in context; or 3. to ask questions for clarification.

Guidelines for Public Participation (during Regular Meetings)

The purpose of public participation is for the community to address the Board with concerns related to agenda items or matters within the Board's authority. The Board considers all emails and feedback from the public, even if remarks are not presented or read aloud at meetings. Community members who wish to present their comments during the Board meeting when public participation is on the agenda must follow the guidelines below.

1. Individuals must register to speak by completing the online registration form located on the Board of Education's website. All fields on the form must be completed. A confirmation receipt will be provided. Registration may also be

made in writing and delivered to the Superintendent's office (201 Booth Street, Elkton, MD 21921). Contact information must be provided in order to receive a confirmation receipt. Registrations must be received 48 hours prior to the start of the meeting (4:30 p.m.) A confirmation notification to speak will be sent the day after the registration period has closed.

2. The amount of time allotted for public participation will be established by the Board President. In general, a maximum of thirty minutes will be reserved for public comments; additional time may be allowed at the discretion of the Board. Three minutes are allotted to each speaker. Speakers may not yield their time to someone else. When the allotted time expires, the speaker will be advised but will be permitted to complete a sentence.
3. Personnel matters, pending appeals, grievance, litigation, employee and/or collective bargaining negotiations, and specific student disciplinary matters may not be discussed. These matters will be referred to the administration for proper handling. In accordance with the Family Education Rights and Privacy Act, there shall be no sharing of personally identifiable information concerning any particular student. Abusive public comments and profanities may be considered out of order.
4. Members of the public may express opinions, both favorable or unfavorable, on the performance and conduct of the Superintendent, Leadership Team, and elected or appointed Board members in their public roles only. Complaints concerning school system administrators, teachers, and other non-administrative instructional staff should be communicated directly to the Superintendent.
5. Ten (10) speakers will be given the opportunity to speak in the order that submissions are received. If more than 10 speakers have submitted remarks, first priority will be given to those persons seeking to speak on that evening's public meeting agenda; second priority will be given to those persons seeking to speak on an agenda item that is expected or scheduled for an upcoming meeting. Third priority will be given to topics concerning matters over which the Board has general authority. In all cases, persons with a connection to the school system (e.g., student, parent/guardian, employee, vendor, local government representative, etc.,) will be given priority over persons who are not connected to the school system. The Board President will determine if additional speakers and time will be added. The Executive Secretary of the Board or designee will engage with individuals prior to the meeting if it is determined that submitted remarks can not be read due to an excessive number of requests.
6. Speakers must state their name and may not speak on behalf of an anonymous individual. The Board President may interrupt or terminate an individual's statement when it is too lengthy or violates the guidelines.

7. The Board sits as an appellate body in both student and employee appeals. The Board cannot comment on or have prior knowledge of a case that would influence their ability to deliberate. To maintain the ability of the Board to render a fair and unbiased decision, comments regarding individual student or personnel issues cannot be presented during public comment.
8. The Board reserves the right to modify these guidelines prospectively and for good cause, as it determines.

Work Session

Presentations by members of the staff are scheduled during this session. No formal action by the Board is taken at this time, unless the Board determines the need to formally act upon matters deemed critical to school system function. All or a portion of this session may be closed to permit the Board to discuss matters permitted in the Open Meetings Law. The public may not ask questions or participate in discussion of Board agenda items during this session.

Community Engagement Limited Open Forum

This Limited Open Forum provides opportunities for public engagement that may include a two-way dialogue with Board members, Superintendent, and/or CCPS staff as needed, depending on the nature of the participant's topic. This limited forum may follow a work session, be part of the Citizens Advisory Committee (CAC) meeting, or be independently held at various locations throughout the county. Attendees do not have to pre-register. Individuals will complete the sign-in sheet prior to the start of the limited forum. The number of speakers will be determined at the discretion of the Board President or CAC Chairperson in the interests of time constraints.

The Board has a significant interest in maintaining civility and decorum during this limited forum, both to ensure the efficient conduct of the people's business and to maximize public participation in the discussion. To that end, the following content neutral/viewpoint neutral guidelines will be followed:

1. Topics are limited to those issues falling within the jurisdiction of the Board of Education and the operation of the schools within Cecil County.
2. In accordance with the Family Education Rights and Privacy Act, there shall be no sharing of personally identifiable information concerning any particular student.

3. Matters that are the subject of a pending appeal, employee and/or collective bargaining negotiations grievance, or litigation shall not be discussed.
4. Members of the public may express opinions, both favorable or unfavorable, on the performance and conduct of the Superintendent, Leadership Team, and elected or appointed Board members in their public roles only. Complaints concerning school system administrators, teachers, and other non-administrative instructional staff should be communicated directly to the Superintendent rather than in the community engagement limited open forum.
5. Personal attacks on members of the public over whom the Board has no jurisdiction are not appropriate.
6. Speakers should try to avoid uttering or reading words or passages that are sexually explicit, profane, vulgar, or obscene except as necessary to convey concerns related to matters affecting the schools (e.g., passages from a book or content of the MSDE Family Life Framework). Speakers are reminded that a point may be made effectively without resort to explicit language and that written comments are always welcome.
7. The Board reserves the right to modify these guidelines prospectively and for good cause, as it determines.

Special Meetings

The Board may schedule additional meetings as needed and these meetings are called "special meetings." Called by the President, the Superintendent at the discretion of the Board, or at the written request of a majority of the Board, special meeting dates whenever possible, will be determined in consultation with Board members with at least 24-hours notice and the meeting purpose given to each member. No business shall be transacted at any special meeting that does not come with the purpose(s) set forth in the call for the meeting unless all members of the Board present agree unanimously to the consideration of the additional item(s).

Some special meetings, such as budget work sessions or hearings on proposed redistricting plans, may be scheduled by the Board for the purpose of hearing the public's view on a specific matter. Guidelines for public input during such special meetings will be established by the Board.

Closed Session

Pursuant to General Provisions Article 3-305 in the Annotated Code of Maryland, meetings may be closed by motion and majority agreement of the Board to discuss a matter which is outside the scope of the Open Meetings Act. A written statement stating the statutory authority and the specific items to be discussed in a closed

session shall be available at the public meeting. Minutes of the executive or closed session shall be recorded.

RULES AND REGULATIONS

The rules generally adopted by deliberative bodies for their government shall be observed by the Board.

The Board shall observe Robert's Rules of Order, Revised, except as otherwise provided by these regulations or by statute.

Unless the Superintendent's tenure, salary, or the administration of the Superintendent's office is under consideration, the County Superintendent or designee shall attend all meetings of the Board and its committees.

ADOPTION OF MOTIONS

No motion or resolution shall be declared adopted without the concurrence of a majority of the whole Board. This is interpreted to mean that with a Board of five members, the affirmative vote of three members is necessary at all times in order to adopt a motion/resolution.

RESOLUTIONS INVOLVING POLICY

Any resolution introduced by a member that involves a matter of policy shall lay over for at least one month before being voted upon, unless an emergency exists which indicates the necessity for Board action within a shorter period of time. This provision may be waived by the unanimous consent of the members present at the meeting at which the resolution is first introduced. The presiding officer shall rule as to whether any proposed resolution involves a matter of policy. That ruling may be set aside by a vote of the Board.

AMENDMENT OR SUSPENSION OF RULES

The rules and regulations governing the Board (except those required by statute) may be amended by the majority vote of the Board at any meeting provided that each member shall have been furnished a copy of the proposed amendment at least one week in advance.

These rules and regulations (except those required by statute) may be suspended without notice if all members are present and there is unanimous agreement.

Adopted: **March 12, 1968**

Last Revised: **October 14, 2025**

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Additional Resources

Annotated Code of Maryland - General Provisions 3-305; COMAR 13A.02.01.01
