Operation of the School Board

I. Purpose

This policy provides rules of order for conducting meetings of the school board, in order to advance the mission of the school district, to ensure consistency in the order of business at regular board meetings, to provide procedures for the preparation of the board agenda, to allow the use of a consent agenda, and to establish procedures relating to the maintenance of records and publication of board meetings.

II. General Statement of Policy

An orderly school board meeting allows board members to participate in discussions and to make decisions regarding school district issues. Rules of order allow board members the opportunity to review district-related topics, discuss district business items, and bring matters to conclusion in a timely and consistent manner.

To ensure that board meetings are conducted in an orderly fashion, the board will follow rules of order that will allow the board:

A. To establish guidelines by which the business of the board can be conducted in a regular and internally consistent manner;

B. To organize the meetings so all necessary matters can be brought to the board and decisions of the board can be made in an orderly and reasonable manner;

C. To ensure that members of the board have the necessary information to make decisions on substantive issues and to ensure adequate discussion of decisions to be made; and

D. To ensure that meetings and actions of the board are conducted so as to be informative to the staff and the public, and to produce a clear record of actions taken and decisions made.

III. Rules of Order for Meetings

A. Rules of order for school board meetings are (1) Minnesota Statutes where specified; (2) specific rules of order as provided by the board consistent with Minnesota Statutes; and (3) Robert's Rules of Order, Revised (latest edition) where not inconsistent with (1) or (2) above.

B. Board members need not rise to gain the recognition of the chair.

C. A motion will be adopted or carried if it receives the affirmative votes of a majority of those actually voting on the matter. Abstentions are considered to be acquiescence to the vote of the majority. It should be noted that some motions by statute or Robert's Rules of Order require larger numbers of affirmative votes.

D. All motions that require a second must receive a second prior to opening the issue for discussion of the board. If a motion that requires a second does not receive a second, the chair may declare that the motion fails for lack of a second or may provide the second. The names of the members making and seconding a motion are recorded in the minutes.

E. The chair decides the order in which board members will be recognized to address an issue. An attempt should be made to alternate between pro and con positions if appropriate to the discussion. A member will only speak to an issue after the member is recognized by the chair.

F. The chair will rule on all questions relating to motions and points of order brought before the board.

G. A ruling by the chair is subject to appeal to the full board pursuant to Robert's Rules of Order.

H. The board has authority to recognize any member of the audience regarding a request to be heard at the board meeting. Members of the public who wish to be heard must follow board procedures (see Policy 206).

I. The chair has the authority to declare a recess at any time for the purpose of restoring decorum to the meeting or for any other necessary purpose.

J. The chair will repeat a motion or the substance of a motion prior to the vote. The chair will call for an affirmative and a negative vote on all motions.

K. A board member may request a roll call vote. Roll call votes will be called in alphabetical order.

L. The chair has the same right and responsibility as each board member to vote on all issues.

M. The chair announces the result of each vote. The vote of each member, including abstentions, is recorded in the minutes. If the vote is unanimous, it may be reflected as unanimous in the minutes if the minutes also reflect the members present.

N. A majority of the voting members of the board constitute a quorum. The absence of a quorum may be raised by the chair or any member. Generally, any action taken in the

absence of a quorum is null and void. The only legal actions the board may take in the absence of a quorum are to fix the time at which to adjourn, to adjourn, to recess, or to take measures to obtain a quorum.

O. In the absence of the chairperson at any meeting, the presiding officer will be an officer of the elected board in the following order of precedence: (a) vice-chairperson, (b) clerk, (c) treasurer. If the chairperson does arrive, the acting presiding officer surrenders the chair to them.

P. In the absence of the clerk at any meeting, the presiding officer designates an assistant clerk to act.

IV. Order of Meeting

A. The school board will conduct an orderly board meeting. The board chair and superintendent will develop the agenda as discussed further in section V below. The board will, at all regular board meetings, follow an agenda order similar to:

1. Call to Order
2. Approval of Agenda
3. Excellence in Action
4. Hearing from members of the public
5. Presentations by invited staff or guests
6. Consent Agenda, including approval of prior meeting minutes
7. Discussion items
8. Action items
9. Leadership and Committee updates
10. Superintendent updates
11. Information items
12. Adjournment

B. The board may depart from the order of business with the consent of the majority of members present.

C. The board will receive monthly student enrollment updates and financial reports from the school administration.

D. No regular meeting will continue beyond 10:00 PM, unless scheduled by the board chair and superintendent for a longer time, or without the approval of the majority of board members who are present and eligible to vote. A new time limit must be established before taking a board vote to extend the meeting. In the event a meeting has not been adjourned or continued by board vote prior to adjournment time, items not acted on will be deferred to the next regular board meeting.

V. School Board Agenda

A. The school board chair and superintendent are responsible to develop, prepare, and arrange the order of items for the tentative board meeting agenda for each board meeting.

B. The board chair and superintendent will coordinate and share a monthly board agenda, for the school year, in August of each year. The year-long agenda will assist the board in its planning efforts.

C. Annually, the board will act on the following organizational items:

1. Election of officers
2. School board compensation
3. District legal counsel
4. District auditor
5. Designation of depositories
6. Designation of official newspaper
7. Regular board meeting schedule
8. Designation of responsible authority for data requests

D. Persons wishing to place an item on the agenda must make a request to the board chair or superintendent. The person making the request should provide their name, address, purpose of the item, action desired, and pertinent background information. The chair and superintendent determine whether to place the matter on a future agenda.

E. While every board member has the right to request adding an agenda item or changing an agenda at a regular board meeting, as best practice in preparing agendas and materials for regular board meetings, the board will strive to:

1. Make a request to the board chair or superintendent seven days prior to the meeting for an item, presentation, or material they wish to be considered added to the meeting agenda.

2. Make a request to the board chair or superintendent 96 hours in advance of the meeting for any changes to the posted agenda. If materials are not made available seven days in advance of a meeting, then any requests should be made within 48 hours of receipt of materials.

3. Contact the superintendent or the board chair directly, at least 24 hours prior to the meeting with any questions pertaining to a board agenda item that requires time and preparation to answer.

4. Inform the superintendent or board chair prior to the meeting if an error is identified in a presentation or minutes, so that a correction can be made.

F. The superintendent will strive to provide the board with the tentative agenda and supporting documents five days prior to the scheduled meeting or work session. The superintendent and board chair may change the agenda up until the start of the regular meeting. The superintendent or their designee will notify the board if the tentative agenda or agenda packet is updated prior to the meeting.

G. Items may only be added to the agenda by a motion adopted at the meeting. If an added item is acted upon, the minutes of the board meeting will include a description of the matter.

H. At least one copy of any printed materials related to the meeting's agenda items prepared by, or distributed to, or at the direction of, the board must be made available for inspection in the meeting room while the board considers its subject matter if the printed materials were also (i) distributed at the meeting to all board members; (ii) distributed before the meeting to all board members; (iii) available in the meeting room to all board members; or (iv) posted on the district website or using other district technologies in advance of the meeting. This does not apply to materials classified by law as other than public or to materials relating to the agenda items of a closed meeting.

VI. Consent Agenda

A. The superintendent, in consultation with the school board chair, may place items on the consent agenda. By using a consent agenda, the board has consented to the consideration of certain items as a group under one motion.

B. Consent items are those items that (1) usually do not require discussion or explanation prior to board action, (2) are noncontroversial and/or similar in content, or (3) have already been discussed and/or explained at a board committee or full board level and do not require further discussion or explanation. These agenda items may include ministerial tasks such as, but not limited to, the approval of the agenda, approval of previous minutes, approval of bills, and approval of reports. These items may also include similar groups of decisions such as, but not limited to, approval of employee contracts, approval of maintenance details for the school district buildings and grounds, approval of various schedules, and approval of routine agreements or contracts with vendors.

C. Items will be removed from the consent agenda by a timely request by an individual board member for independent consideration. A request is timely if made prior to the vote on the consent agenda. The request does not require a second or a vote by the board. An item removed from the consent agenda will then be discussed and acted on separately immediately following the consideration of the consent agenda.

D. Consent agenda items are approved en masse by one vote of the board. The consent agenda items are separately recorded in the minutes.

VII. Maintenance of School Board Meeting Minutes and Records

A school district representative will keep and maintain permanent records of the school board, including records of the minutes of board meetings and other required records of the board.

Public records maintained by the district are available for inspection by members of the public during the regular business hours of the district. Minutes of meetings are available for inspection at the administrative offices of the district after they have been prepared and are also available on the district's website. Minutes of a board meeting are approved or modified by the board at a subsequent meeting, which action is reflected in the official proceedings of that subsequent meeting.

VIII. Publication of Official Proceedings, Minutes

A. The school board will ensure that its official proceedings are published once in the official newspaper of the school district within 30 days of the meeting at which the proceedings occurred; however, if the board conducts regular meetings not more than once every 30 days, the board need not publish the minutes until 10 days after they have been approved by the board.

B. The proceedings to be published will be sufficiently detailed to fairly set forth the proceedings. The publication must include the substance of all official actions taken by the board at any regular or special meeting, and at minimum must include (i) the subject matter of a motion, (ii) the persons making and seconding the motion, (iii) a listing of how each member present voted on the motion, (iv) the character of resolutions offered including a brief description of their subject matter, and (v) whether the motion was adopted or defeated. The minutes and permanent records of the board may include more detail than is required to be published with the official proceedings. If the proceedings have not yet been approved by the board, the proceedings to be published may reflect that fact.

C. The proceedings to be published may be a summary of the essential elements of the proceedings, and/or of resolutions and other official actions of the board. The summary will be written in a clear and coherent manner and, to the extent possible, avoid the use of technical or legal terms not generally familiar to the public. When a summary is published, the publication will clearly indicate (i) the published material is only a summary; (ii) the full text is posted on the district website and is also available for public inspection at the administrative offices of the district; and (iii) a copy of the

proceedings, other than attachments to the minutes, is available, without cost, at the offices of the district or by means of standard mail.

Legal References

Minn. Stat. Ch. 13D	Open Meeting Law
Minn. Stat. § 123B.09	Boards of Independent School Districts
Minn. Stat. § 123B.14	Officers of Independent School Districts
Minn. Stat. § 126C.53	Enabling Resolution; Form of Certificates of Indebtedness
Minn. Stat. § 122A.40	Employment; Contracts; Termination
Minn. Stat. § 331A.01, subd.8	Definitions: Qualified Newspaper
Minn. Stat. § 331A.04, subd. 6	Designation of a Newspaper for Official Publications: Exception to Designation Priority
Minn. Stat. § 331A.05, subd. 8	Form of Public Notice: Notice Regarding Published Summaries
Minn. Stat. § 331A.08, subd. 3	Computation of Time: Publication of Proceedings
Minn. Stat. § 471.88	Exceptions

Ketterer v. Independent School District No. 1, 248 Minn. 212, 79 N.W.2d 428 (1956)
Op. Atty. Gen. 161-a-20, December 17, 1970

Cross References

Policy 205	Open Meetings and Closed Meetings
Policy 206	Public Hearings and Public Participation in School Board Meetings, Data Privacy Considerations
Policy 209	Code of Ethics

Policy

Adopted	04/16/2007
Revised	10/22/2012
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