

BOARD OF EDUCATION MEETINGS AND NOTIFICATION

The Bixby Board of Education shall transact all business at official meetings of the Board using Robert's Rules of Order. A "meeting" is defined as the gathering of a majority of members of a public body to discuss school business. Board meetings shall be regarded as public meetings. No meetings will be held by teleconference. Board meetings may be regular, special, or emergency meetings, defined as follows:

Regular Meeting - a usual, official, and legal action meeting held regularly. The regular meeting of the Bixby Board of Education shall be held in accordance with Oklahoma law and, specifically, the Oklahoma Open Meetings Act. Regular meetings are usually held the second Monday of each month at 6:00 p.m. in the Administrative Center, unless another date, time, and/or location is designated by Board of Education action.

Special Meeting - an official and legal action meeting called between scheduled regular meetings to consider specific topics as listed on the agenda. Special meetings of the Board may be called by the president at any time. The president shall call special meetings whenever requested in writing by a majority of the members of the Board or approved by a vote of the majority of Board members at a Board of Education meeting.

Emergency Meeting - an official and legal action meeting held only for dealing with situations involving either injury to persons or damage to public or personal property or an immediate financial loss so severe that the 48-hour notice period of a special meeting would be impractical and increase the likelihood of injury or damage or immediate financial loss.

Notification of Meetings

Notice of all meetings of the Board of Education shall be made in accordance with the Oklahoma Open Meeting Law except that federal confidentiality laws take precedence and except that a Board of Education is not considered a public body and is not subject to the Oklahoma Open Meeting Law when the Board meets for the sole purpose of considering recommendations of a multidisciplinary team as provided by in 63 O.S. §1-502.2 (C) and deciding the placement of any child who is the subject of such recommendations. Otherwise, a written notice of the date, time and place of the meeting will be mailed and delivered to each person, newspaper, wire service, radio station, and television station that has filed a written request for such notice. Procedures for insuring proper notice, preparing agendas, etc., are as follows:

1. Prior to December 15 each year, the Board of Education shall provide the county clerk a listing of the time, date, and place of all regular meetings for the coming calendar year.
2. Any change in the date, time, or place of a regular meeting shall be provided in writing to the county clerk at least ten days prior to implementing the change.

3. At least 24 hours prior to a regular or special meeting not including Saturday, Sunday, or holidays established by the State of Oklahoma, an agenda shall be posted which shall include the date, time, and place of the meeting and the business to be undertaken at the meeting.
4. Notice of the time, date, and place of a special meeting shall be provided to the county clerk in person, in writing, or by telephone at least 48 hours prior to the meeting not including Saturday, Sunday, or holidays established by the State of Oklahoma.
5. Emergency meetings may be held without the required public notice if it is reasonably believed that delay would increase the likelihood of personal injury, property damage, or immediate financial loss to the district. The person calling an emergency meeting shall give as much advance notice as is possible in person or by telephone.
6. Any person, newspaper, wire service, radio station, and/or television station may file a written request with the Board clerk to receive written notice of meetings of the Board of Education. Such requests must be renewed annually and an annual fee of \$18.00 will be charged each person or entity who requests written notification.

7. Rules of Order

In matters of procedure not covered by law or Board policies, Robert's Rules of Order for Small Boards shall govern, except that all motions must be seconded and all action items shall require a motion. Any provision of Robert's Rules of Order that would create a potential conflict with Oklahoma Open Meeting Act will not be followed, This includes a tabled agenda item from a previous meeting that must be included on the next meeting agenda.

The following rules of order may be subject to suspension only upon a majority vote of the members of the Board present at a meeting.

- A quorum being present, the president or, in his or her absence, the vice-president, shall take the chair and proceed with business.
- Should both the president and vice-president be absent at the appointed time for the meeting to convene, and should a quorum then be present, the clerk of the Board or a president pro tempore shall be elected to serve for such meeting or until either the president or vice-president should appear.
- At all scheduled meetings, the order of business shall be in accordance with the posted agenda, unless a deviation is announced at the meeting by the president or, in his or her absence, the Board member acting in the place of the president.
- The right to vote on every question is vested in the president by virtue of his/her membership on the Board of Education. Normally, the president will vote last, thereby breaking any tie votes.
- The president may speak on points of order in preference to the other members and shall decide questions of order; subject, however, to an appeal to the Board by any two members.
- A motion made must be seconded and must be repeated distinctly by the president or read aloud before it is debated and every motion shall be reduced to writing in the minutes.

- Any member who shall have made a motion shall have the liberty to withdraw it with the consent of his or her second before any debate has been had thereon, but not after such debate has been had without leave being granted by the Board.
- The consideration of any question may be postponed to a fixed time or the question may be suppressed altogether by an indefinite postponement.
- A motion once voted down shall not be renewed at the same meeting without the consent of the number of members required for adoption.
- When any business is brought regularly before the Board, the consideration of the same shall not be interrupted except by motion for adjournment, to lay on the table, for the previous question, for postponement, for commitment, or for amendment.
- A motion for adjournment shall always be in order and shall be decided without debate except that it cannot be entertained when the Board is voting on another question or while a member is addressing the Board. Adjournment is an act and not an announcement.
- No member, in the course of debate, shall be allowed to indulge in personal reflections.
- Every member of the Board must vote and have the action recorded on all questions needing Board approval. A member may abstain on a vote, but it will be duly recorded in the minutes.
- The first person recognized by the president as desiring to speak shall have the right to the floor.

REFERENCE: 70 O.S. §5-118

25 O.S. §303, §304, §307.1, §311

Robert's Rules of Order for Small Boards

Adoption Date: November 13, 2000; Revision Date: September 13, 2004; Modified by BOE Action October 12, 2009

Revision Date: August 13, 2020