

POLICY

2018

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By-Laws

SUBJECT: REGULAR BOARD MEETINGS AND RULES (QUORUM AND PARLIAMENTARY PROCEDURE)

All Board meetings will be open to the public except those portions that are executive sessions. In accordance with the Open Meetings Law, a "meeting" is defined as an official convening of a public body for the purpose of conducting public business including the use of videoconferencing for attendance and participation by the members of the public body.. A "public body" is defined as an entity of two (2) or more persons which requires a quorum to conduct public business, including committees and subcommittees. The Board will make reasonable efforts to ensure that all meetings are held in an appropriate facility that can adequately accommodate all members of the public who wish to attend. The Superintendent and members of his or her staff will attend Board meetings at the Superintendent's discretion. The Board may also request that additional people attend.

Regular Board meetings will take place on the day and time designated by the Board at the Annual Organizational Meeting, except as modified. Any Board meeting may be adjourned to a future date and time if approved by a majority of the Board present. Further, if a meeting date falls on a legal holiday, interferes with other area meetings, or Board member attendance will be less than a quorum, the Board will select a date for a postponed meeting at the prior regular meeting, and it will direct the Clerk to notify all members. The District Clerk will provide the Board members written notice of the time of and agenda for each regular meeting before the meeting.

When the Board schedules a meeting on at least one week's notice, it will give or electronically transmit public notice of the time and place to the news media and conspicuously post the notice in one or more designated public locations at least 72 hours before the meeting. Notice of other meetings will be given or electronically transmitted, to the extent practicable, to the news media and conspicuously posted at one or more designated public locations at a reasonable time before the meeting. When the District has the ability to do so, it will conspicuously post the meeting notices on its website.

The Superintendent will prepare the meeting agenda during the week before the meeting and review it with the Board President at an agenda setting meeting. The agenda will then be distributed to Board members no later than the Friday before the regular meeting. The President or other Board members will submit requests to place matters on the agenda to the Superintendent. Whenever individuals or groups wish to bring a matter to the attention of the Board, they will submit a written request to the Superintendent at least five (5) days in advance of the meeting. They shall state the subject and purpose of the agenda item. The Superintendent shall present such request to the Board President for consideration.

District records available to the public under the Freedom of Information Law, as well as any proposed rule, regulation, policy, or amendment scheduled to be discussed at a Board meeting will be made available upon request, to the extent practicable, before the meeting. Copies of these records may be made available for a reasonable fee. These records will be posted on the website to the extent practicable before the meeting.

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If videoconferencing or online technology is used to conduct a meeting, the public notice for the meeting will inform the public, identify all the locations for the meeting, and state that the public has the right to attend at any of the locations. If a meeting is streamed live over the internet, the public notice will inform the public of the website's internet address. Voting may be done through videoconferencing, provided that members can be both seen and heard voting and participating from remote locations.

Recording Meetings

The Board allows public meetings to be photographed, broadcast, webcast, or otherwise recorded by means of audio or video, in a non-disruptive manner, and it supports the use of this technology to facilitate the open communication of public business. To that end, the Board may adopt rules addressing the location of the equipment and/or personnel used to photograph, broadcast, webcast and/or record such meetings to assure that its proceedings are conducted in an orderly manner. Such rules shall be in writing and copies provided, upon request, to meeting attendees.

Public Expression

The Board of Education, in an effort to conduct business in a timely fashion, has adopted its public speaking procedures as follows:

- a) All public comment will be courteous, non-repetitive, well prepared and brief (see subheading "Format" below).
- b) Public comment at the beginning of each Board of Education meeting will be limited to matters set forth on the agenda for that meeting and shall not exceed three (3) minutes per speaker-per session. The Board will strictly adhere to this three (3) minute guideline.
- c) Residents should address all comments to the Board President or the Superintendent only. Nothing herein shall require the Board or the Administration to respond to any inquiries or comments at the time of the presentation by the public.
- d) In the event that a second public comment session is permitted, members of the public may address items pertaining to the educational program in the District or other District business.

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- e) Neither such session shall be used to advance any political agenda; harass, intimidate, or embarrass any member of the Board of Education, the Administration, staff or student; discuss any personnel matter; and/or discuss any matter not directly related to the educational program in the District, District policies, and/or District finances or business.

Format

The Board of Education has created a new format that will enable the Board meeting to run in an effective, productive manner. Our criteria for public comment are:

- a) Stand to be recognized;
- b) Address educational topics directly relevant to the District business;
- c) Be courteous;
- d) Be non-repetitive;
- e) One speaking opportunity per person;
- f) Be brief, well prepared and constructive; and
- g) Each speaker will be allowed three (3) minutes to address the Board. However, upon majority vote of the Board, time limits may be waived as necessary to address matters of public/educational concern.

At its discretion, the Board may invite visitors to its meetings to participate in the Board's discussion of matters on the agenda. The Board of Education reserves the right to enter into executive session as specified in Policy #1540 -- Executive Sessions.

Quorum

The quorum for any Board meeting is four (4) members. No formal action will be taken at any meeting where a quorum is not present. Unless otherwise required by law, official action will only be taken by approval of the majority of the full Board. When only a quorum exists, the Board shall act by unanimous vote unless otherwise required by the laws of the State of New York.

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Use of Parliamentary Procedure

The Board will use pertinent portions of the latest edition of Robert's Rules of order to conduct its business.

The business of the Board of Education shall be conducted in accordance with the authoritative principles of parliamentary procedure as found in the latest edition of Robert's Rules of Order except to the extent that same may be modified by the Board by policy or practice..

Nothing herein shall prevent the President from seeking a roll call vote on any matter at any time. Any member of the Board of Education may request that any matter to be voted upon be decided by a roll call vote.

Education Law §§ 1708 and 2504
General Construction Law § 41
Public Officers Law Article 7, §§ 103(d), 104, and 107

NOTE: Refer also to Policies #1520 -- Special Meetings of the Board of Education
#1540 -- Executive Sessions
#6211 -- Employment of Relatives of Board Members

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