

SUBJECT: REGULAR BOARD MEETINGS AND RULES (QUORUM AND PARLIAMENTARY PROCEDURE)**Regular Board Meetings**

Regular meetings of the Board of Education of the Schalmont Central School District shall take place twice a month on the day and time designated by the Board at the Annual Organizational Meeting, except as modified at subsequent meetings of the Board of Education

The Superintendent and members of his/her staff at the Superintendent's discretion shall attend all meetings of the Board. The Superintendent shall attend all executive session meetings of the Board except those that concern his/her evaluation and salary determination. The Board may request the attendance of such additional persons as it desires.

All Board of Education and Board committee meetings must be open to the public, except such portions of these meetings that qualify as executive sessions, in accordance with Section 102 of 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. Reasonable efforts shall be made to ensure that all meetings are held in an appropriate facility which can adequately accommodate any and all members of the public who wish to attend.

Whenever a meeting scheduled a week in advance is to take place, there must be at least seventy-two (72) hours advance notice, in accordance with the provision of the Open Meetings Law. Notice of other meetings shall be give as soon as practical in accordance with law. When the district has the ability to do so, notice of the time and place of a meeting shall be conspicuously posted on the district's internet website.

District records subject to release under FOIL, as well as any proposed rule, regulation, policy or amendment that are on the board agenda and scheduled to be discussed at a Board meeting, shall be made available upon request to the extent practicable prior to the meeting. Copies of such records may be made available for a reasonable fee. Such records shall be posted on the website to the extent practicable prior to the meeting. The district may, but is not required, to expend additional funds to provide such records.

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

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The President of the Board, conferring with the Superintendent, will arrange the order of items on meeting agendas so that the Board can accomplish its business as expeditiously as possible. The particular order may vary from meeting to meeting in keeping with the business at hand.

The Board will follow the order of business established by the agenda, except as it votes to rearrange the order for the convenience of visitors, individuals appearing before the Board, or to expedite Board business.

Preparation and Dissemination

It is the responsibility of the Superintendent, to prepare all agendas for Board meetings.

Requests for items to be included on the agenda should be forwarded to the Superintendent or Board president at least seven (7) days prior to the meeting at which it is requested that it be considered. The person requesting the item should forward any background information at least seven (7) days prior to the meeting. This material will be included in the Board delivery made prior to the meeting.

Not less than three (3) days prior to each regular meeting, the Superintendent will supply to each Board member, a copy of the agenda with related briefing materials, papers and proposals to assist Board members in preparing for the meeting.

Copies of the agenda will be available to the public at the District Office prior to the meeting and available to the public at all Board of Education meetings at least 15 minutes prior to the commencement of the meeting.

The District Clerk shall notify the members of the Board of Education in advance of each regular meeting. Such notice in writing shall include an agenda and the time of the meeting.

In the event that a meeting date falls on a legal holiday, interferes with other area meetings or there is an inability to attend the meeting by board members to the extent that a quorum would not be present, the Board shall select a date for a postponed meeting at the previous regular meeting and shall direct the clerk to notify all members.

Any meeting of the Board may be adjourned to a given future date and hour if voted by the majority of the Board present.

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Quorum

The quorum for any meeting of the Board shall be four members. No formal action shall be taken at any meeting at which a quorum is not present. When only a quorum exists, the Board shall act by unanimous vote unless otherwise required by the laws of the State of New York.

Recording Of Board Meetings

The Board recognizes that advances in technology allow public meetings to be photographed, broadcast, webcast and/or otherwise recorded by means of audio or video in a non-disruptive manner and supports the use of technology to facilitate the open communication of business. To that end, the Board may adopt rules addressing the location, 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 conspicuously posted during meetings and written copies provided upon request to meeting attendees.

Use of Parliamentary Procedure

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.

Correspondence to the Board of Education

All correspondence to the Board of Education shall be submitted at least 12 hours prior to the next regular meeting if the correspondent wishes the message to be read at that meeting.

The Board President, Clerk and the Superintendent of Schools will read the correspondence prior to the meeting and determine whether it should be read in open or closed session. In the event a closed session is determined, the correspondent will be invited to participate in that session. During the closed session, the Board will determine what action to take in response to the correspondence.

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Public Expression at Meetings

Recognizing its responsibility for proper governance of the schools and the need to conduct its business in an orderly and efficient manner, the Board may schedule on its agenda a period of public participation during each regular meeting. Generally, a time limit of three minutes per individual speaker will be allotted.

The Board President will be responsible for recognizing speakers, who shall properly identify themselves, for maintaining proper order, and for adherence to any time limits set. At its discretion, the Board may invite visitors to its meetings to participate in the Boards discussion of matters on the agenda.

The Board of Education reserves the right to enter into executive session as specified in Policy 1730-Executive Sessions.

Education Law Sections 1606, 1708, 1709(1) and 2504
General Construction Law 41
Public Officers Law Article 7, Sections 103(d), 104, 104(2) and 107
Commissioners Decision Numbers 8018 and 8873

Also refer to policies:
#1520 Special Meetings of the Board of Education
#1730 Executive Sessions
#5410 Purchasing
#6215 Employment of Relatives of Board of Education Members
#8340 Textbooks/Workbooks

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