

By-Laws

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

All Board meetings will be open to the public except those portions ~~of the meetings which that~~ ~~are~~ ~~qualify as~~ executive sessions. The Board will make ~~R~~reasonable efforts ~~will be made~~ to ensure that all meetings are held in an appropriate facility ~~which~~that can adequately accommodate ~~any and~~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 ~~of the Board~~will take place on the day and time designated by the Board at the Annual Organizational Meeting, except as modified ~~at any subsequent meeting~~. 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 ~~there is an inability to attend the meeting by Board members to the extent that a quorum would not be present~~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. ~~The District Clerk will notify the members of the Board in advance of each regular meeting. This notice, in writing, will include an agenda and the time of 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. ~~Whenever a Board meeting is to take place, there must be at least 72 hours advance notice in accordance with the provisions of the Open Meetings Law. Notice of other meetings will be given as soon as is practicable in accordance with law.~~When the District has the ability to do so, it will conspicuously post the meeting notices ~~of the time and place of a meeting will be conspicuously posted on the its District's website.~~

The Superintendent will prepare the meeting agenda during the week before the meeting and review it with the Board President. 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.

District records available to the public under ~~FOIL~~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, ~~prior to~~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, ~~prior to~~before the meeting.

If videoconferencing or online technology is used to conduct a meeting, the public notice for the meeting will inform the public ~~that videoconferencing will be used~~, identify all the locations for the

meeting, and state that the public has the right to attend ~~the meeting~~ 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.

~~Regular meetings of the Board will take place on the day and time designated by the Board at the Annual Organizational Meeting, except as modified at any subsequent meetings.~~

~~It is the responsibility of the Superintendent to prepare the agenda and review it with the Board President for each Board meeting. The agenda for each meeting will be prepared during the week prior to the meeting. The agenda will be distributed to Board members no later than the Friday before the regular meeting. Whenever the President or other members of the Board wish to bring a matter to the attention of the Board, this request should be made to the Superintendent so that it can be placed on the agenda. Whenever individuals or groups wish to bring a matter to the attention of the Board, this request must be addressed in writing to the Superintendent so that he or she can present this matter to the Board.~~

~~The District Clerk will notify the members of the Board in advance of each regular meeting. This notice, in writing, will 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 will select a date for a postponed meeting at the previous regular meeting, and will direct the Clerk to notify all members.~~

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

~~The Superintendent and members of his or her staff at the Superintendent's discretion will attend all meetings of the Board. The Superintendent will attend all executive session meetings of the Board except those that concern his or her evaluation, employment status, and salary determination. The Board may request the attendance of additional persons as it desires.~~

Recording of Meetings

The Board ~~recognizes that advances in technology~~ 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.

Public Expression at Meetings

The Board encourages Ppublic expression at Board meetings. The Board will designate ~~is encouraged and~~ a specific portion of ~~the its meeting~~ agenda for ~~these meetings will provide for~~ this participation. ~~At its discretion,~~ The Board may invite visitors ~~to its meetings~~ to participate in ~~the Board's~~ discussion of matters on the agenda.

Quorum

The quorum for any Board meeting ~~of the Board will be~~ ^{*fivethree (3)} members. No formal action will be taken at any meeting ~~at which~~ 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.

Use of Parliamentary Procedure

The Board will use pertinent portions of the latest edition of Robert's Rules of order to conduct its business ~~of the Board will be conducted in accordance with the authoritative principles of parliamentary procedure as found in the latest edition of Robert's Rules of Order.~~

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

**Customize to District*

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

Adoption Date