

## **BOARD MEETINGS**

**Regular Meetings:** Unless otherwise scheduled, regular meetings of the Board shall be held on the second Monday of each month.

**Special Meetings:** A special meeting may be called by the Superintendent or by the Board President as authorized by law. A special meeting shall be called whenever requested by three (3) members of the Board. Business transacted at any special meeting shall be limited to that permitted by law.

**Emergency Meetings:** Emergency meetings of the Board may be called by the Superintendent or by the Board President as permitted by law.

**Notice of Meetings:** Notice of all meetings shall be given as required by law.

**Agenda:** The Superintendent shall include those agenda items requested by Board members at least twenty-four (24) hours before the required time of posting the agenda.

In addition, patrons and/or students desiring to address the Board on an issue should submit a request in writing to the Superintendent at least five (5) days prior to the next regularly scheduled Board meeting. This will allow time for the issue to be placed on the agenda and permit the Board to research the issue prior to the meeting. The Superintendent and/or the Board President may accept or deny patron and/or student requests at their discretion. Earlier notification of items to be placed on the agenda or suggestions for items to be included on the agenda is strongly encouraged.

The finalized, approved agenda for all meetings shall be prepared by the Superintendent in accordance with the law and given to each Board member with any supporting material at least three (3) calendar days prior to any regular Board meeting. The agenda shall be posted as required by law.

**Quorum and Voting:** A majority of the members of the Board shall constitute a quorum for the transaction of business. If a quorum is not present when the meeting is called to order, the only action that the members may take is to continue the meeting to another date and/or time. Each member shall have one (1) vote, and all votes shall be publicly cast and recorded. All motions shall be carried by a majority of the members present or as otherwise required by law. An abstention from voting by a member present at a meeting shall be deemed a “no” vote for purposes of determining a majority vote.

**Information on Website:** If the District has a Website, the District shall make information regarding its meetings and agendas available on its Website as required by law.

**Minutes:** The Clerk of the Board shall keep, or cause to be kept, complete records of meetings of the Board. These minutes shall include:

1. Those members present and absent and all matters considered by the Board;
2. In the case of an emergency meeting, the nature of the emergency and the proceedings occurring in such meeting, including the reasons for declaring an emergency meeting;
3. A record of all actions taken by the Board, with the vote of each member recorded;
4. Resolutions and motions in full; reports and documents relating to a formal motion may be omitted if they are referred to and identified by title and date;
5. A record of the disposition of all matters which the Board considered but on which the Board did not take action.

Copies of the minutes shall be made available to all Board members before the meeting at which the minutes are to be approved. The minutes shall become permanent records of the Board and shall be in the custody of the Minute Clerk. The Minute Clerk shall make them available to interested persons upon request according to the District's Open Records Policy.

**Executive Sessions:** Executive sessions, which are closed to the public, may be held as prescribed by law. The fact that an executive session was held and the purpose for which it was held shall be recorded in the minutes; however, the discussions held in executive session shall be confidential and shall not be made public. The Superintendent shall attend all executive sessions, unless the Board President shall determine otherwise. The Board President may invite other persons to attend an executive session or a portion of an executive session. The decision of the Board President to include or to exclude any person from an executive session may be overruled by a majority vote of the Board members present. No official action may be taken while the Board is in executive session.

**Electronic Recording:** All meetings of the Board may be electronically recorded in order to assist the Minute Clerk in preparing the official minutes of a Board meeting. Any tapes of Board meetings shall be retained for 36 months and may be destroyed after 36 months. Tapes of Board meetings may be requested according to the District's Open Records policy.

**Public Decorum at Board Meetings:** In order that Board meetings operate smoothly and without disruption, the following guidelines shall be followed:

1. Members of the audience shall not interrupt any person who has been recognized as having the floor by the Board President;

2. Members of the audience or persons attending Board meetings shall not display or place any banners or signs in the room where the Board meeting is to be held.
3. Persons who cause a disruption or disturbance of a Board meeting shall be warned once by the Board President that such disruption or disturbance may result in eviction from the Board meeting. If the person continues such disruption or disturbance, the Board President may contact the appropriate law enforcement agency and request that the person be removed from the Board meeting. In addition, the person may be charged with any possible criminal violations for the disruption or disturbance if the District decides to pursue such charges.

**Public Participation at Board Meetings:** The purpose of a Board meeting is for the Board to conduct the District's business and to deliberate and act upon matters before the Board, unless the Board is specifically conducting a public hearing on a matter. The public is encouraged to attend and to observe meetings of the Board and to participate whenever a public hearing is being held.

In addition, if the proper procedures have been followed for placing an item on the agenda, the Board shall provide an opportunity for persons to address the Board. Each person addressing the Board shall be allowed five (5) minutes to address the Board. If a group has requested to address the Board on a particular subject, the group will be allowed ten (10) minutes for all members. Groups consisting of three (3) or more persons shall designate a spokesperson who shall speak for and represent the group.

The District provides various grievance and complaint procedures for addressing concerns and complaints. Therefore, to avoid circumvention of those procedures and ensure fairness to all parties, no person will be allowed to place an item on the agenda or speak on the following matters:

1. Any issue involved in pending litigation or any investigation filed with an outside agency wherein the District, any employee, or the Board is a party;
2. Any pending grievances or complaints involving employees or students;
3. Any employee disciplinary action, including suspension, demotion, non-reemployment or termination;
4. Complaints against individual employees; and
5. Any student suspension or appeal of a student suspension.

Board members and the District's administrative staff are not required to respond to questions or comments from the public since doing so could be in violation of the Oklahoma Open Meeting Act. The Board will not take any action on an item addressed by the public unless such item is properly on the agenda or is properly considered new business as defined by law.