

## **203 OPERATION OF THE BOARD OF EDUCATION – GOVERNING RULES AND MEETING PROCEDURES**

### **I. PURPOSE**

The purpose of this policy is to provide governing rules and procedures for the conduct of meetings of the Board of Education.

### **II. GENERAL STATEMENT OF POLICY**

An orderly Board of Education meeting allows Board of Education members to participate in discussion and decision of school district issues. Governing rules and meeting procedures allow Board of Education members the opportunity to review school-related topics, discuss school business items, and bring matters to conclusion in a timely, consistent and orderly manner.

### **III. RULES OF ORDER**

Rules of order for Board of Education meetings shall be as follows:

- A. Minnesota statutes where specified;
- B. Specific rules of order as provided by the Board of Education consistent with Minnesota statutes; and
- C. *Robert's Rules of Order, Revised* (latest edition) where not inconsistent with A. and B., above.

### **IV. MEETING ORDER**

A. The Board of Education shall conduct an orderly Board of Education meeting. The Board of Education will, at all regular Board of Education meetings, follow an agenda order similar to:

- 1. Preliminary Actions
  - a. Call to Order
  - b. Pledge of Allegiance
  - c. Roll Call and Board Introductions
  - d. Good News
  - e. Public Comment
  - f. Board Communications
  - g. Agenda Additions
  - h. Approval of Agenda

2. Consider Approval of Consent Agenda
3. Consent Agenda Discussion Items
4. Reports
5. Recommended Actions
6. Additions to Agenda
7. Information
  - a. Superintendent's Report
  - b. Board Members Reports
8. Adjournment

## **V. MEETING AGENDA**

- A. While all Board of Education members may provide input, it shall be the responsibility of the Board of Education chair and superintendent to develop, prepare, and arrange the order of items for the tentative Board of Education meeting agenda for each Board of Education meeting.
- B. Persons wishing to place an item on the agenda must make a request to the Board of Education chair or superintendent in a timely manner. The person making the request is encouraged to state the person's name, address, purpose of the item, action desired, and pertinent background information. The chair and superintendent shall determine whether to place the matter on the tentative agenda.
- C. The tentative agenda and supporting documents shall be sent to the Board of Education members 4 calendar days prior to the scheduled Board of Education meeting.
- D. Items may only be added to the agenda by a motion adopted at the meeting. If an added item is acted upon, the minutes of the Board of Education meeting shall include a description of the matter.
- E. At least one copy of any printed materials, including electronic communications, relating to the agenda items of the meeting prepared or distributed by or at the direction of the Board of Education or its employees and: (i) distributed at the meeting to all members of the governing body; (ii) distributed before the meeting to all members; or (iii) available in the meeting room to all members shall be available in the meeting room for inspection by the public while the Board of Education considers their subject matter. This does not apply to materials classified by law as other than public or to materials relating to the agenda items of a closed meeting.
- F. The Board of Education is limited to acting only on those matters specifically included in the notice of a special meeting.

## VI. CONSENT AGENDAS

- A. The superintendent, in consultation with the Board of Education chair, may place items on the consent agenda. By using a consent agenda, the Board of Education has consented to the consideration of certain items as a group under one motion. Should a consent agenda be used, an appropriate amount of discussion time will be allowed to review any item upon request.
- B. Consent items are those which usually do not require discussion or explanation prior to Board of Education action, are noncontroversial and/or similar in content, or are those items which have already been discussed and/or explained and do not require further discussion or explanation. Such agenda items might include ministerial tasks such as, but not limited to, the approval of the agenda, approval of previous minutes, approval of bills, approval of reports, etc. These items might also include similar groups of decisions such as, but not limited to, approval of staff contracts, approval of maintenance details for the school district buildings and grounds or approval of various schedules.
- C. Consent agenda items are approved en masse by one vote of the Board of Education. The consent agenda items shall be separately recorded in the minutes.
- D. Items may be removed from the consent agenda by a timely request by an individual Board of Education member for independent consideration. A request is timely if made prior to the vote on the consent agenda. The request does not require a second or a vote by the Board of Education. An item removed from the consent agenda will then be discussed and acted on separately immediately following the consideration of the consent agenda.

***Legal References:*** Minn. Stat. § 123B.09, Subd. 7 (Board of Education Powers)  
Minn. Stat. § 13D.01, Subd. 6 (Open Meeting Law)  
Minn. Stat. § 123B.09, Subd. 7 (Board of Education Powers)  
Dept. of Admin. Advisory Op. No. 10-013 (April 29, 2010)  
Dept. of Admin. Advisory Op. No. 08-015 (July 9, 2008)  
Minn. Stat. Ch. 13D (Open Meeting Law)  
Minn. Stat. § 123B.09, Subds. 6, 7, and 10 (Board of Education Matters)  
Minn. Stat. § 123B.14 (Officers)