

**BOARD MEETINGS**

**Regular Meetings:** Regular meetings of the Board shall be held on the 2<sup>nd</sup> Tuesday of each month unless otherwise scheduled.

**Special Meetings:** A special meeting may be called by the Superintendent or by the Board President as authorized by law. 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 prepare agendas. 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. Employees of the District may suggest, in writing, items to be placed on the agenda by notifying the Superintendent at least forty-eight (48) hours before the required time of posting the agenda, and such items may be included at the discretion of the Superintendent.

In addition, patrons and/or students desiring to address the Board on an issue should submit a written request to the Superintendent at least three (3) working days prior to the time of posting of notice of 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 mailed to each Board member with any supporting material at least three (3) calendar days prior to any regular Board meeting. In addition, a copy of the agenda and any information which is not confidential shall be made available for any employee bargaining representatives to pick up from the Superintendent's office. The agenda shall be posted as required by law.

**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.

**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.

**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 until the Board has approved the minutes. 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 those persons who have placed an item on the agenda to address the Board. Each person addressing the Board shall be allowed three (3) 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. Persons addressing the Board shall not engage in disruptive behavior.

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 as an action item or is properly considered new business as defined by law.