

Policies of the Board of Education

Section B School Board Governance and Operations

BOARD MEETING PROCEDURES

200.18

Page 1 of 3

It is the desire of the board that meetings shall be formal enough for orderly procedure, but informal enough to be natural and to encourage free discussion and to promote group thinking and action.

The board desires to be cognizant of the problems, requests, complaints, and suggestions of members of the community, but it is necessary that the board not allow the review of such material to interfere with diligent attention to the affairs of the district.

Due notice of all official meetings of the board shall be given through the available media normally used in conjunction with school district business.

If the nature of the business requires, and publication in the board designated official paper is not timely, notice will be given 24 hours prior to the meeting by posting a notice in the school. The editor of the designated paper will also receive notice of the meeting. In the event of an immediate emergency, at least 2 hours notice of the board meeting will be given using the procedure detailed immediately above.

Notice of all annual district meetings and special district meetings will be given by official publication in the designated official paper.

Public Presentations at Board Meetings: The School Board recognizes its responsibility to conduct the business of the district in an orderly and efficient manner and will therefore require reasonable controls to regulate public presentation to the board. Please refer to the Board Meeting Form 200.18(a). The public may have input at regular Board of Education meetings in two ways. In either case, such request must be made through the Board President.

1. A citizen or group of citizens may request to speak to an item on the Board agenda at the time it comes up for discussion. This request must be made in writing at least twenty four hours prior to the meeting, stating the specific board agenda item, their name and address and be limited to 3-5 minutes. Refer to Form 200.18(a).
2. A citizen or group of citizens may request to communicate directly with the Board during the agenda item, "Citizens Comments." Information presented at this time cannot result in immediate action due to the open meetings law, but could precipitate a future agenda item. Each person or group must:

Policies of the Board of Education

Section B School Board Governance and Operations

BOARD MEETING PROCEDURES

200.18

Page 2 of 3

- A. State their name and address
- B. Limit their presentation to 3-5 minutes.
- C. Allow each person or group wishing to speak, to speak first before readdressing the Board.

No more than twenty minutes of input will be accepted per meeting unless the School Board extends the public comment portion of the Board meeting by majority vote.

Agenda format will be per state guidelines and statute.

Reporting Board Meeting Business: As part of its ongoing effort to keep staff and public fully informed concerning its affairs and actions, the board instructs the administrator to institute and maintain effective and appropriate procedures for the dissemination of information after formal approval of the board minutes has been made.

Quorum: A majority of the elected school board members constitute a quorum for the transaction of business. In the absence of a quorum, the only official action that the board may take is to adjourn the meeting to another time and/or date.

Minutes: The school district clerk shall maintain, or cause to be maintained, complete written records of the meetings of the board. These minutes shall include:

- 1. A record of all actions taken by the board with the vote of each member recorded except in cases of unanimous votes.
- 2. A record of all resolutions, order procedures, and motions in full whether or not board action was taken.

Copies of the minutes shall be made available to all board members prior to the meeting at which the minutes are to be approved. The minutes shall become permanent records of the board and shall be filed at the district school office and made available to interested citizens during regular office hours.

Policies of the Board of Education

Section B School Board Governance and Operations

BOARD MEETING PROCEDURES

200.18

Page 3 of 3

Minutes shall be recorded and maintained for all closed sessions. Minutes of closed sessions shall not be open to public inspection where:

1. The pupil records law would prohibit public inspection of the minutes and other record of the proceedings without consent of parents or guardian. (Wis. Stats. s. 118.125)
2. The board holds a closed session meeting as defined in s.19.85(1), Wis. Stats., and inspection of minutes would be contrary to the public interest.

The district administrator shall be the custodian of the records.

If the custodian finds that inspection will harm the public interest, he or she shall refuse to permit inspection and state the reasons for refusal.

REFERENCE: State ex rel Youmans v. Owens (1965) 28 WIS. 2D 672.

Adopted by the School Board September 20, 1993

Revised by the School Board June 23, 1998

BOARD MEETING REGISTRATION FORM

Speaker #: _____

Date: _____

(Please print clearly)

Name _____

Address _____

City _____

Zip _____

We believe community input is important and is more valuable at the early stages of discussing an issue.

Please check the appropriate boxes:

- Wish to speak
- Do not wish to speak

Representing: Self

Group (name) _____

Subject: _____

Support Oppose

Comments _____

Speaking Limits:

At all regular and special meetings, committee meetings and public hearings, a speaker will have 3-5 minutes. A maximum of twenty minutes of "Citizens Comments" of the designated School Board Agenda time is allowed unless approved by the Board to extend the discussion.

To speak during "Citizens Comments", you must request to speak prior to the meeting by using form 200.18(a) unless requested by the Board President to speak.

The maximum numbers of speakers at a Board Meeting/Special Board Meeting is twelve. No more than two people may speak on any one side of an issue.