

**ROSEVILLE AREA SCHOOLS**  
Independent School District No. 623

Policy 209 – Board Operating Procedures and Meeting Process

The purpose of this policy is to provide guidance to board members and transparency to the public on board operating procedures and meeting processes.

1.0 Order of Business

Roberts' Revised Rules of Order shall be the official guide of the board on all points of parliamentary procedure. The order of business at each regular meeting of the Roseville Area School Board shall generally be as follows:

Call to Order  
Roll Call  
Agenda Adjustments  
Announcements  
Community Input  
Consent Agenda  
Discussion, Reports, Non-Action Items  
Action Items  
Board Reports  
Superintendent's Report  
Adjournment

2.0 Quorum

Four members of the board shall constitute a quorum for the transaction of business. The only business that can be transacted in the absence of a quorum is to take measures to obtain a quorum, to fix a time for adjournment and to adjourn, or to take a recess.

3.0 Agenda

The superintendent and the school board chair, or another board member designated by the chair, will collaboratively prepare the school board meeting agenda. School board members are encouraged to introduce new items including background information and supporting materials for discussion and possible action. School board members shall place items on the agenda as follows:

3.1 A board member may request at a school board meeting that an agenda item be placed on a future board agenda, or

3.2 A board member may make a request for an agenda item outside of a regular board meeting by submitting an e-mail request to the superintendent and board chair, with a copy of the e-mail to other school board members, no later than 5:00 p.m. on Thursday preceding the regular board meeting. Changes to the agenda after that time will be

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made through the Agenda Adjustment Process. Any supporting materials must be submitted by 5:00 on the Thursday preceding the meeting.

3.3 Generally, items will not be added to the agenda during a meeting unless they cannot be delayed until a subsequent meeting. Board members should make every effort to submit their request in advance as outlined in 3.2. However, a board member may make a motion to add an agenda item at the same meeting that the item is to be addressed under the Agenda Adjustment section of the agenda.

3.4 Community members who wish to place an item related to school district business on a school board meeting agenda should contact the school board chair or a school board member. The item may be brought by the chair or board member to the full school board for consideration.

### 4.0 Board Calendar

The board work calendar will be updated at least bi-monthly and posted on the board web page.

### 5.0 Meeting Agenda Materials

5.1 Meeting materials will normally be made available to the school board at least four (4) calendar days prior to the scheduled meetings. Meeting documents will be made available electronically when feasible.

5.2 The school board meeting agenda will be posted on the school board web page on the Friday preceding the regular school board meeting.

5.3 The goal will be to place the board meeting materials on the school board web page on the Friday preceding the regular board meeting. In unusual circumstances if that is not possible, a notice indicating that the documents are not yet available will be placed on the web page. The documents will then be posted on the Monday preceding the meeting.

### 6.0 Requests for Information from School Board Members

6.1 Requests from individual board members for information relating to an upcoming board discussion or deliberation may be made directly to the superintendent or the designated administrative team member. Emailed requests for information from board members to administrative team members will also be copied to the superintendent and the board.

6.2 Requested information (on agenda or non-agenda items) that is immediately available will be provided to all board members. Information that requires preparation time will be provided within a reasonable period of time. Requests for information that requires more substantial staff time

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or resources will be accommodated at the discretion of the Superintendent and in consultation with the school board.

### 7.0 Community Input and Participation at Board Meetings.

- 7.1 The community is welcome and encouraged to attend board meetings. In accordance with the Open Meeting Law, all school board meetings, including work study sessions and informational sessions, are open to the public unless otherwise prohibited by law.
- 7.2 The schools belong to the community, and their involvement in major decisions affecting the district is proper and can be a valuable form of assistance to the board. Community members who wish to address the Board may do so regardless of whether or not a topic is on the agenda.
- 7.3 At least 15 minutes prior to each meeting, a sign-up sheet will be available online for community members to sign up to address the board. Staff will be available during this time to assist community members in signing up at the meeting site. Only those whose names and addresses appear on the sign-up sheet at the time the meeting is called to order will address the Board.
- 7.4 Speakers will be provided up to three minutes (or 10 minutes per delegation) to address the Board, unless the Board Chair grants an exception. For the purposes of this policy, a delegation is defined as a group of four or more people that represent a larger group or organization. Board members will listen respectfully to issues brought to them by the community. The Board will not deliberate or take action during the open forum regarding an issue presented.
- 7.5 School board and/or administrative responses will be provided to the individual requesting a response within 2 weeks following the meeting, with copies to the entire school board.
- 7.6 Personal attacks on students, staff members, or board members will not be allowed. Referring to an individual by name or the use of vulgar or profane language will be ruled out of order.
- 7.7 Speakers unwilling to abide by the rules or time constraints may be told their privilege of speaking has ended.
- 7.8 If the board requests public follow-up by administration, it will be presented at a subsequent meeting.
- 7.9 When the board chair proceeds with the meeting, audience comments are no longer in order; however, the Board members retain the right to call on staff for information to assist the Board in its deliberations.

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### 8.0 Board Policy Discussions and Recommendations

The School Board is responsible for establishing and approving district policies. The following process will be used for the adoption of new policies or approving revisions made to existing policies.

#### 8.1 First Meeting

If a policy change is driven by a change in law or is a minor revision, the board may choose to condense the first and second meeting into one session.

Staff or board member(s) will present the need for a new policy or a significant change/revision of existing policy. (Policy is defined as end results, not procedures). The rationale for a new policy will be clearly articulated or documented. Staff will present a list of topics for inclusion or to be discussed. Staff will present considerations and relevant data and initial draft recommendations.

Board members will hold an open discussion on the policy in question. Staff will seek board input on the policy formation. District staff will serve as a resource to the board in their policy discussions. Given the discussion at the first meeting, the board may conclude the policy recommendation may proceed as follows.

#### 8.2 Second Meeting

Staff will present board members with a first reading of draft policy recommendation. The board will discuss the policy recommendation. Staff will serve as a resource to the board in their discussion.

#### 8.3 Third Meeting (or second, if first two condensed)

Staff will present the draft as a second reading for discussion. Action will be taken as needed.

9.0 The board will hold regular school board meetings that will be broadcast within the general geographic area of the district via television, website live-streaming, YouTube streaming, and/or other generally available media. Non-decision making informational meetings for the board, such as work-study sessions and workshops, will not be broadcast, but a report on what was discussed will be provided at the next board meeting.

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