

Meetings

0161. Parliamentary Procedure — Robert’s Rules of Order Newly Revised shall be used as a guideline by the Board in conducting its public meetings when it is not inconsistent with law or these bylaws. The Board may, in its discretion, waive Robert’s Rules and substitute its own procedures by a majority vote of the Board.

0162. Quorum — Five members present shall constitute a quorum. In the event a quorum is not present at the time of convening, the hour of convening may be postponed by a majority of those present. If a quorum is not then present, the meeting will be rescheduled to a later date. (General Construction Law, §41)

0163. Presiding Officer — The presiding officer at each meeting of the Board of Education shall be the President of the Board; in his/her absence, the Vice President of the Board; and in the absence of both the senior ranking member shall be chosen. (Ed. Law §2504)

0165. Notice — Written notice shall be given to each member of the Board of Education, the Superintendent of Schools, the news media and the public of all regular meetings of the Board, at least twenty-four hours preceding the date of such meeting. Notice of all Board meetings and the agenda therefor, shall be given to local news media by such means as are convenient to the Superintendent’s office. The Notice shall be posted in conspicuous public places in the District as well as on the District website.

Special meetings of the Board may be called by the President by giving notice to each member of the Board, the Superintendent of Schools, the news media and the public. The President must call a special meeting of the Board when requested in writing by one or more members of the Board. Written notice of such special meetings shall be given at least twenty-four hours preceding the date of such special meeting and shall state the business for which such special meeting is called. (Ed. Law §§1601, 1606-3)

Committee meetings may be called at any time by the Committee Chairperson. Committee meetings shall be held in compliance with the provisions of the Open Meetings Law. (Public Officers Law 95 et seq)

0166. Agenda — The agenda for each meeting stating the business of the meeting shall be prepared by the Board President, Superintendent of Schools and the Clerk of the Board and shall accompany the notice provided to each Board member and the Superintendent of Schools. The agenda shall also be available to news media and the public at the Superintendent’s office and on the District website.

0167. Conduct — Board meetings shall be open to the public and news media except when the Board votes to enter into executive session for one of the permissible purposes under the Open Meetings Law. Action taken in executive session, with limited exceptions (e.g., §3020-a charges) to be effective, must be acted upon at an open meeting of the Board.

- 0167.1. The rules of order shall be as follows:
- a. All action shall be taken upon motion.
 - b. The President shall have a vote on all questions and shall have the right to take part in all discussions.

- c. The Superintendent of Schools has the right to attend all meetings of the Board, with limited exceptions, and has the right to speak, but not to vote, on all matters before the Board.
- d. A roll call vote on all questions shall be required. Proxy voting is prohibited.
- e. No motion previously acted on by the Board may be reconsidered except by unanimous consent of those in attendance, or on motion of a member of the majority voting originally in the majority on the resolution.
- f. All proper motions or resolutions recorded and put to vote require for adoption a majority of the votes of the total number of Board members, (Gen. Constr. Law §41), except as provided by law.
- g. No business shall be transacted at a special meeting other than that stated in the notice except by unanimous consent of the members of the Board present.

0167.2. The following rules shall govern public participation at regular Board meetings and shall be administered by the presiding officer:

- a. The first item of business will be to listen to residents of the School District who wish to address the Board concerning items scheduled for consideration at that meeting. The Board shall allocate up to one-half hour for public comment on agenda items. All comments must be pertinent to scheduled Board discussions (i.e., the item must be scheduled on the meeting agenda).
- b. The last item of business shall be to allow residents of the School District to address the Board on any issue. The Board shall allocate up to one-half hour for public comment on non-agenda items.
- c. Persons wishing to be heard by the Board shall first be recognized by the Chair. He/She shall then identify himself/herself and proceed with his/her comments as briefly as the subject permits.
- d. No person may speak who is not a resident or an employee of the District, unless permitted to do so by the Chair.
- e. Comments shall be limited to five minutes duration, per speaker, whether speaking individually or on behalf of an organization, unless extended by majority vote of the Board.
- f. No person may speak more than once on a particular subject during the public comment section on agenda items and during the public comment section on non-agenda items
- g. All statements shall be directed to the Board; no participant may address or question Board members or administrators individually.
- h. The Chair is responsible for the orderly conduct of the meeting and shall rule on related matters, including adherence to the time limits set forth herein.
- i. Members of the public wishing to speak before the Board are encouraged to make arrangements with the District Clerk prior to the Board Meeting to ensure an

opportunity to speak. This does not exclude other members of the public from speaking at the Board Meeting or from submitting written comments to the Superintendent or Board.

- j. Speakers may comment on matters of public interest involving school operations and programs, but may not criticize or personally attack any person connected with the School District.

0167.4. The Board may conduct an executive session pursuant to Article 7 of the Public Officers Law upon the approval of a majority of the Board given in an open meeting. No member of the public may attend such session unless invited by a majority of the Board, but no business other than that which is permitted by law may be transacted at such session.

0167.5. Upon the concurrence of a majority of the full membership of the Board, a recess, and adjournment to executive session, or an adjournment to an adjourned meeting at a time, date and place announced before the adjournment takes place may occur at any time. The adjourned meeting shall take up its business at the point in the agenda where the motion to adjourn was acted upon.

0167.6. Voting — All proper motions or resolutions recorded and put to vote require for adoption a majority of the votes of the total number of Board members. (Gen. Constr. Law, Article 4) Exceptions to this requirement are:

- a. A designated textbook cannot be superseded within five years except by a 3/4 vote of the Board. (Ed. Law §702)
- b. No relative by blood or marriage to a member of the Board may be employed in a teaching position or appointed to tenure except by a 2/3 vote of the Board. (Ed. Law §3016). The employment of a relative in a noncertificated position only requires a majority vote of the Board.
- c. Standardization of a particular type of equipment or supplies shall be by 2/3 vote of the Board affirming such need. (Gen. Mun. Law §103)
- d. A vote to place a proposition before the voters for an object or purpose for which bonds may be issued requires a 3/5 vote of the Board. (Local Financial Law §33.00)

0168. Minutes — Minutes shall be kept of all public Board meetings in a suitable book and such minutes must be open to inspection at reasonable times and places by persons having a legitimate interest therein. Minutes shall be kept in sufficient detail to show compliance with statutes and codes. Board minutes shall be recorded as action minutes except that a Board member's statement shall be placed on the minutes verbatim if requested beforehand and comments of visitors shall be recorded. The Clerk shall provide each Board member with a copy of the minutes of the last meeting. (Ed. Law §1501-2; Public Officers Law §101)

0169. Taping of Board Meetings — The use of any recording device at open meetings of the Board of Education or committees appointed thereby is permissible as long as the device is unobtrusive and will not distract from the true deliberative process of the Board. The Board President or chairperson of the committee shall be informed prior to the meeting that such recordings are being made. A copy of this paragraph shall be posted in each building and available at Board meetings.