

BOARD MEETING PROCEDURES

NOTIFICATION

- A. Notice of a school board meeting, with the proposed agenda, shall be released at least twenty-four hours prior to any meeting. For special or rescheduled meetings, the board shall also comply with the public notice provisions for regular meetings to the extent that circumstances permit.

THE AGENDA

- A. The superintendent will furnish board members an agenda of principle items of business in advance of all meetings. The agenda is prepared by the superintendent, in consultation with the board president, for each regular board meeting.
- B. The agenda items should contain adequate explanations so that it is clear what is being considered and enable the public to follow the progress of the board meeting.
- C. Only the superintendent and board members may place items on the agenda. Any board member desiring to place an item on the regular meeting agenda will notify the superintendent of the particular item of business one week before the meeting.
- D. Any citizen, group of citizens, or organization may request the board, in writing, to consider matters affecting the school system. Such a request should be given to the superintendent or the president for consideration regarding placement on the agenda one week before the meeting.
- E. Business will not be considered by the board unless the item appears on the agenda or unless the board, by a majority vote, suspends the rules of procedure to consider such item/items.
- F. Thus, addenda to the proposed agenda will be by board action.
- G. No items can be placed on the agenda to reconsider action taken by the board within 60 days of the action without a majority affirmative vote of the board present.

AGENDA DISTRIBUTION

- A. Printed agenda summaries will be available to patrons attending board meeting.

PARLIAMENTARY PROCEDURE

The Board of Education shall utilize Robert’s Rules of Order for Parliamentary Procedure as the guide for conducting official meetings held by the Board of Education. However, in utilizing Robert’s Rules of Order for Parliamentary Procedure as a guide it is not intended nor is it required that there be strict compliance with Robert’s Rules of Parliamentary Procedure. The Board President/Chairperson shall make all decisions related to parliamentary procedure that may arise during the course of a meeting. Any Board member may appeal the decision of the Board President/Chairperson to the full Board (school board members present at the meeting), and the Board shall, by majority vote, decide the procedural issue or question pending before the Board.

The purpose of parliamentary procedure is:

- A. To establish guidelines by which the business of the governing board can be conducted in a regular and internally consistent manner;
- B. To organize the meetings so that all necessary matters can be brought to the Board and that decisions of the Board can be made in an orderly and reasonable manner;
- C. To insure that members of the Board, concentrating on the substantive issues at hand, have the necessary information to make decisions, and to insure adequate discussion of decisions to be made; and
- D. To insure that meetings and actions of the Board are conducted to be informative to the staff and the public, and to produce a clear record of actions taken and decisions made.

Adopted 11/24/81
Reviewed 05/24/88
Revised 11/23/93
Reviewed 09/08/98
Adopted 04/02/09
Revised 04/18/13
Revised 04/21/15
Revised 04/25/16

Legal References:

SDCL 1-25-1 - Official meetings open to the public—exceptions—teleconferences—violation as misdemeanor.
SDCL 1-25-1.1 - Notice of meetings of public bodies—violation as misdemeanor.
SDCL 1-25-1.2 - Teleconference defined.

SDCL 13-8-10 - Meetings of board—Election of officers—Designation of depository and newspaper—Quorum.

SDCL 13-8-34 - Approval and signing of minutes of school board.

SDCL 13-8-35 - Publication of minutes of board—Contents—Changes after publication—Business manager to sign.

SDCL 13-8-43 - Records of business manager open to public inspection.

Cross References:

BCE - Board Committees

BDDI (Also KBCC) - News Media Services at Board-Meetings