

AGENDA

The Agenda for any Board meeting shall be prepared by the Superintendent and Board Chair. Items submitted by the Board Chair or at least two (2) Trustees shall be placed on the Agenda. Individuals wishing to place items on the Agenda must also notify the Superintendent. Such suggestions must be received by the Superintendent at least four (4) days before the Board meeting, unless of immediate importance. Individuals who wish to address the Board must also notify the Superintendent, in writing, of the request. The request must include the reason for the appearance. Citizens wishing to make brief comments about school programs or procedures or items on the Agenda need not request placement on the Agenda, and must follow the procedure established for public input at Board meetings.

REGULAR MEETING AGENDAS

A forty-eight (48) hour Agenda notice shall be required in advance of each regular meeting. Notices and Agendas must be posted in a prominent place at the principal office of the District, or if no such office exists, at the building where the meeting is to be held.

SPECIAL MEETING AGENDAS

Special meetings require a twenty-four (24) hour meeting and Agenda notice. The Agenda notice shall include at a minimum the meeting date, time, and place.

AMENDING AGENDAS

An Agenda may be amended provided that a good faith effort is made to include, in the original Agenda notice, all items known to be probable items of discussion.

AMENDING THE AGENDA MORE THAN FORTY-EIGHT (48) HOURS BEFORE REGULAR MEETING OR TWENTY-FOUR (24) HOURS BEFORE SPECIAL MEETING

If an amendment to an Agenda is made after an Agenda has been posted but forty-eight (48) hours or more prior to the start of a regular meeting, or twenty-four (24) hours or more prior to the start of a special meeting, then the Agenda is amended upon the posting of the Amended Agenda.

AMENDING THE AGENDA LESS THAN FORTY-EIGHT (48) HOURS BEFORE REGULAR MEETING OR TWENTY-FOUR (24) HOURS BEFORE SPECIAL MEETING

If an amendment to an Agenda is proposed after an Agenda has been posted and less than forty-eight (48) hours prior to a regular meeting or less than twenty-four (24) hours prior to a special meeting but prior to the start of the meeting, the proposed Amended

Agenda shall be posted but shall not become effective until a motion is made at the meeting and the Board of Trustees votes to amend the Agenda.

AMENDING THE AGENDA AFTER THE START OF A MEETING

An Agenda may be amended after the start of a meeting upon a motion that states the reason for the amendment and states the good faith reason the Agenda item was not included in the original Agenda posting.

ORDER OF BUSINESS

The order of business will be determined by the Board Chair and Superintendent with input from the Board. Upon consent of the majority of the members present, the order of business at any meeting may be changed.

CONSENT AGENDA

To expedite business at a Board meeting, the Board approves the use of a Consent Agenda, which includes those items considered to be routine in nature. Any item which appears on the Consent Agenda may be removed by a Trustee. It is strongly suggested that any Board member who wishes to remove an item from the Consent Agenda give advance notice in a timely manner to the Board Chair and the Superintendent. The remaining items will be voted on by a single motion. The approved motion will be recorded in the minutes, including a listing of all items appearing on the Consent Agenda.

MINUTES

The Clerk shall keep written minutes of all open Board meetings, which shall be signed by the Chair and the Board Clerk. The minutes shall include:

1. The date, time, and place of the meeting;
2. The presiding officer;
3. Board members recorded as absent or present;
4. All motions, resolutions, orders, or ordinances proposed and their disposition;
5. The results of all votes, and upon the request of a member, the vote of each member, by name;
6. Legal basis for recessing into executive session; and
7. Time of adjournment.

When issues are discussed that may require a detailed record, the Board may direct the Clerk to record the discussion verbatim.

Unofficial minutes shall be delivered to the Board of Trustees in advance of the next regularly scheduled meeting of the Board. Minutes need not be read publicly, provided that Trustees have had an opportunity to review them before adoption. A file of permanent minutes of the Board meetings shall be maintained in the District Office, to be made available within a reasonable period of time after a meeting for inspection upon the request.

MINUTES OF EXECUTIVE SESSION

The Clerk shall keep written minutes of executive session. Said minutes shall be limited to a specific reference to the Idaho Code subsection authorizing the executive session and sufficient detail to provide the general subject matter to identify the purpose and topic of the executive session. The roll call vote to go into executive session shall be recorded in the minutes. The minutes shall not contain information that would compromise the purpose of going into executive session.

QUORUM

No business shall be transacted at any meeting of the Board of Trustees unless a quorum of the members is present. A majority of the full membership of the Board shall constitute a quorum, and a majority of the quorum may pass a resolution.

MEETING CONDUCT AND ORDER OF BUSINESS

General rules of parliamentary procedure are used for every Board meeting. The most current edition of *Robert's Rules of Order* may be used a guide at any meeting. The order of business shall be reflected on the Agenda. The use of proxy votes shall not be permitted. Voting rights are reserved to those Trustees in attendance. Voting shall be by acclamation or show of hands.

Policy Cross Reference:

Legal Reference:

Idaho Code - §67-2343	Notice of Meetings
Idaho Code - §67-2344	Written Minutes of Meetings
Idaho Code - §67-2345	Executive Sessions – When Authorized
Idaho Code - §33-510	Annual Meetings – Regular Meetings – Boards of Trustees

Policy History:

Adopted:	02/12/1979
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