

BOARD MEETINGS

BE  
(LOCAL)

The Board shall hold regularly scheduled meetings and any special or emergency meetings or workshops as it deems necessary. Portions of a meeting where action will not be taken may be conducted with less than a quorum at the discretion of the Board President.

**Meeting Place and Time**

The notice for a Board meeting shall reflect the date, time, and location of the meeting.

**Regular Meetings**

Regular meetings of the Board shall normally be held on the second Thursday of each month (except for the month of July) at the time specified in the posted notice for the meeting. When determined necessary and for the convenience of Board members, the Board President may change the date or time of a regular meeting with proper notice. Regular meetings of the Board shall not be held during the month of July.

Special or  
Emergency  
Meetings

The Board President shall call special meetings at the Board President's discretion or on request by three members of the Board.

The Board President shall call an emergency meeting when it is determined by the Board President or three members of the Board that an emergency or urgent public necessity, as defined by law, warrants the meeting.

**Workshops**

Workshops may be scheduled as deemed appropriate and may be conducted with less than a quorum at the discretion of the Board President. [See BE(LEGAL)]

**Agenda**

Preparation

In consultation with the Board President, the Superintendent shall prepare the agenda for all Board meetings. Before the official agenda is posted for any meeting, the Superintendent shall consult the Board President to ensure that the agenda and the topics included meet with the Board President's approval. The Board President shall ensure all Board members are notified as to any agenda items he or she withdrew, at the time of the withdrawal request and no later than 24 hours prior to the posting of the agenda, to allow adequate time for Board members to respond to withdrawn items.

In reviewing the agenda before posting, the Board President shall ensure that any topics the Board or at least three Board members have requested to be addressed are either on the agenda for the first regular meeting that is at least seven calendar days after the date the Board President receives the request, or on the agenda for a special or emergency meeting if the Board President determines that the item requires immediate consideration and should be communicated to the public in accordance with state law [see BE(LEGAL)].

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<b>Notice to Members</b>	Members of the Board shall be given notice of regular and special meetings at least 72 hours prior to the scheduled time of the meeting and at least two hours prior to the time of an emergency meeting.
<b>Closed Meeting</b>	<p>Notice of all meetings shall provide for the possibility of a closed meeting during an open meeting, in accordance with law.</p> <p>The Board may conduct a closed meeting when the agenda subject is one that may properly be discussed in closed meeting. [See BEC]</p>
<b>Order of Business</b>	The order of business for regular Board meetings shall be as set out in the agenda accompanying the notice of the meeting. At the meeting, the order in which posted agenda items are taken may be changed by consent of all Board members present.
<b>Rules of Order</b>	The Board shall observe the parliamentary procedures as found in <i>Robert's Rules of Order, Newly Revised</i> , except as otherwise provided in Board procedural rules or by law. Procedural rules may be suspended at any Board meeting by majority vote of the members present.
Voting	Voting shall be by voice vote, show of hands, or electronic voting system, as directed by the Board President. Any member may abstain from voting, and a member's vote or failure to vote shall be recorded upon that member's request. [See BDAA(LOCAL) for the Board President's voting rights.]
<b>Board Members' Requests for Information</b>	Requests by Board members for information on the operation of the District shall be addressed to the Superintendent. If the information is not readily available or would require administrative staff time to prepare, the Superintendent may refer the request to the full Board at a subsequent meeting, for direction. [See also BBE(LOCAL)]
<b>Minutes</b>	<p>Board action shall be carefully recorded by the Board Secretary or clerk; when approved, these minutes shall serve as the legal record of official Board actions. The written minutes of all meetings shall be approved by vote of the Board and signed by the Board President and the Board Secretary.</p> <p>The official minutes of the Board shall be retained on file in the Office of Board Services and shall be available for examination during regular office hours.</p>
<b>Discussions and Limitation</b>	Discussions shall be addressed to the Board President and then the entire membership. Discussion shall be directed solely to the business currently under deliberation, and the Board President

shall halt discussion that does not apply to the business before the Board.

The Board President shall also halt discussion if the Board has agreed to a time limitation for discussion of an item, and that time limit has expired. Aside from these limitations, the Board President shall not interfere with debate so long as members wish to address themselves to an item under consideration.

**Conduct during Board Meetings**

Persons attending a meeting of the Board shall conduct themselves in an appropriate manner and shall not engage in conduct that disrupts or interferes with the proceedings. Failure to adhere to the required standards of conduct may result in removal of the responsible persons from the premises and may subject such persons to criminal penalties as provided in the Texas Penal Code.

**Prohibited Conduct**

The following conduct has been determined by the Board to constitute disruptive behavior and is, therefore, prohibited:

1. Possessing a weapon at the meeting;
2. Waving or displaying signs, placards, posters, or banners in such a manner as to pose a potential safety hazard or disrupt the proceedings;
3. Applauding, booing, cheering, or making other audible expressions of approval or disapproval in a loud and/or raucous manner calculated to disrupt the meeting; or
4. Using profane or vulgar language or gestures during presentation to, or interaction with, the Board.

**Violations**

Any violation of the standards of behavior shall result in a warning. Failure to refrain from engaging in the prohibited conduct upon receipt of a warning shall result in removal of the responsible person(s) from the meeting location and may subject such person(s) to criminal penalties as provided in the Texas Penal Code. [See BED]

**Effective Date**

This policy shall be effective as of the adoption date, June 15, 2018.