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## BOARD MEETINGS

### General

A quorum must be present, whether physically or electronically, in order to conduct an official meeting. A quorum shall consist of five (5) members of the Board of Education present at a legally constituted meeting under state law.

The Board shall have authority only when acting as a Board legally in session. Board members have no legal authority as individuals and can exercise authority only as members of the total Board at official Board meetings. The Board shall not be bound in any way by any statement or action by an individual member except when such statement or action is in pursuant to specific instruction of the Board. No Board member, by virtue of his or her office, shall exercise any administrative responsibility with respect to the schools or, as an individual, command the services of any district employee.

Meetings may be held in person or by means of communication equipment including, but not limited to, conference calls, video conferences, Internet chats or Internet message boards.

Meetings of the Board of Education shall be open to the public and the press unless closed as authorized by law.

All Board meetings shall be held at a place of sufficient size to accommodate the anticipated members of the public and at a time that is reasonably convenient. In addition, reasonable efforts shall be made to make the meeting accessible to individuals with disabilities. If any of these statutory requirements are not met, the nature of the cause for noncompliance for the meeting should also be stated in the Board minutes.

Recording open meetings by audiotape, videotape or other electronic means is allowed by law. However, the Board may establish guidelines regarding the manner in which such recordings are conducted to minimize disruption to the meeting. By passing this policy the Board grants permission to the Board secretary to record closed meetings as necessary to fulfill his or her duties.

### Meeting Notice

Public notice of all meetings shall be given in accordance with Board policy and law.

### Regular Board Meetings

The Board of Education shall hold **three (3)** regular meetings per month ~~throughout the year to transact such business as deemed necessary for the smooth operation of the school district.~~

All regular meetings of the Board shall be held at the Main Office of the district unless otherwise specified in the publicized notice of the meetings. **The Board designates the first meeting of the month as an agenda and review meeting, the second meeting of the month as a governance policy meeting, and the third meeting of the month as a regular business meeting. It shall take a simple majority vote of the Board to cancel a governance policy meeting.** The times, ~~and days~~ and structure of regular meetings of the Board of Education shall be determined at the biennial organizational meeting.

### **Special Board Meetings**

A special meeting of the Board may be approved and time and place set at any regular or special meeting. Such a meeting may be called by the president, by the vice president in the absence of the president, or by the secretary at the request of a majority of the members of the Board.

A request by the superintendent for a special meeting of the Board shall be sent to the secretary who will relay the request to the president for a decision. In the absence of the president, the secretary shall relay the message to the vice president. If a matter arises during the absence of both the president and vice president which cannot wait, the secretary shall poll the remaining members of the Board. Approval of five (5) Board members is required to authorize the meeting.

The secretary shall provide notice to all Board members of the date, time, place and purpose of any special meetings in a reasonable amount of time in advance of the meeting.

### **Adjourned Meetings**

Adjournment of regular or special meeting to a later date may be approved by a favorable vote of a majority of a quorum. At such later meeting, all business may be regularly transacted which would have been proper in the meeting at which adjournment was taken, as long as the appropriate notice has been given.

### **Electronic Participation**

The Board may allow members to participate in meetings by telephone or other electronic means. Board members may not simply vote electronically, but must be connected with the meeting throughout the discussion of business. If a Board member electronically joins the meeting after an item of business has been opened, the remotely located member shall not participate until the next item of business is opened.

If the Board allows a member to participate electronically, the member will be considered present and will have his or her actual physical presence excused. The member shall be counted present for

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purposes of convening a quorum. The Board secretary will document it in the minutes when members participate in the meeting electronically.

Board members participating electronically cannot cast roll call votes unless a district emergency exists and a quorum of the Board is physically present. If such an emergency exists, the nature of the district emergency shall be stated in the minutes. Board members participating electronically may cast votes other than roll call votes.

Any Board member wishing to participate in a meeting electronically will notify the Board president and superintendent as early as possible. The superintendent will arrange for the meeting to take place in a location with the appropriate equipment so that Board members participating in the meeting electronically may interact and the public may observe or hear the comments made. The superintendent will take measures to verify the identity of any remotely located participants.

## **Preparation of the Annual Board Governance Calendar**

**The Board will set an annual Board governance calendar in partnership with the superintendent.**

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***Note: The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.***

Adopted: 07/25/2000

Revised: 08/25/2004;

Legal Refs: §§ 162.301, .303, .511, 610.010 - .028, RSMo.

Kansas City 33 School District, Kansas City, Missouri

**EXPLANATION: Changes made at district's request, based on information e-mailed to MSBA by Airick Leonard. MSBA incorporated the part of what was included in proposed BBF-BP Addendum dealing with the annual governance calendar in this policy.**