

## **MEETINGS OF THE BOARD OF EDUCATION**

### **Types of Meetings**

- **Regular Meetings**

Meetings of the Board of Education shall be held on the first Monday of each month or on such day as may be fixed by the Board. The meeting time shall be 6:00 p.m. in the Administrative Center located at 1001 W. Danforth unless otherwise designated. All meetings shall be open to the public, and all interested parties shall have the right to be present, except when the Board is in executive session.

- **Special Meetings**

The clerk of the Board shall call for special meetings upon the request of the president or two or more members of the Board. In the event of a special meeting, the clerk shall notify each Board member at least two days prior to the meeting or the notice may be waived by the written approval of each Board member.

- **Emergency Meetings**

Emergency Meetings may be called and held as allowed by law.

- **Executive Session**

Executive Sessions may be conducted by the Board of Education as allowed by law.

### **School Board Meetings Agenda Preparation and Dissemination**

As executive officer of the Edmond Board of Education, the superintendent of schools, in consultation with the president and members of the Board, is responsible for preparation of the agenda for Board meetings. Generally, the inclusion of items on the agenda will be at the joint discretion of the Board president and superintendent. If two or more members of the Board request a matter be placed on the agenda, the superintendent shall include the matter on the agenda for the ensuing meeting, unless there is insufficient time, in which event the matter shall be placed on the agenda for the next subsequent regular meeting of the Board. Items for the agenda may be suggested by board members, staff members, students, or patrons of the District. The inclusion of these suggested items on the agenda will be at the discretion of the Board president and superintendent.

If the item "new business" is on the regular meeting agenda, matters that qualify as "new business," because they were not known or could not have been reasonably known 24 business hours prior to the meeting, may be considered and may be acted upon.

Proposals for executive sessions will be included on the agenda, including a reference to the specific section of the Oklahoma Statutes which authorizes an executive session for the proposed item. The proposal must contain sufficient information to advise the public that an executive session will be proposed, what matters are proposed to be discussed, the names of school employees (if any) are to be discussed, and what action, if any, is contemplated. Executive sessions must be authorized by a vote of a majority of members in attendance.

The Clerk of the Board is to distribute to Board members a copy of regular meeting agendas along with supporting materials at least three calendar days prior to the date of the meeting. Copies of the agenda will be made available to the public upon request. In addition, a copy of the agenda will be posted on the District's Internet web site located at [www.edmondschools.net](http://www.edmondschools.net). The Clerk of the Board will routinely make available to media sources copies of each Board meeting agenda and supporting materials (as allowed by the Open Records Act) upon annual request for such documents.

### **Public Participation at Meetings of the Board**

At the commencement of each regular meeting of the Board, a period of fifteen (15) minutes shall be set aside to enable the public to address the Board. As a general rule, there will be no public participation at special or emergency meetings of the Board.

No more than five (5) minutes will be allotted per speaker. The time allowed for any one issue will be divided among the people who sign up to speak on such issue. If an excessive number of speakers have registered, the President shall determine the number, order and time allowed for those desiring to address the Board.

The President of the Board shall recognize speakers who have registered to speak, maintain proper order and decorum, and set and control individual time limits for speakers. All persons addressing the Board shall conduct themselves in an appropriate manner. Persons who cause a disruption or disturbance of a Board meeting shall be warned once by the Board President that such disruption or disturbance may result in eviction from the Board meeting. If the person continues such disruption or disturbance, the Board President may contact the appropriate law enforcement agency and/or request that the person be removed from the Board meeting. In addition, the person may be charged with any possible criminal violations for the disruption or disturbance if the District decides to pursue such charges.

The Board, in its sole discretion, may dispense with this segment of the meeting when it deems necessary or appropriate and proceed directly to the official business of the Board without public participation. Members of the public shall not be recognized or allowed to be heard or participate at any other time during the meeting or while the Board is conducting its official business.

As the purpose of this section is to hear the comments, concerns and opinions of patrons, Board members and administrative staff shall not respond to questions from the public. All patron requests for information regarding the District should be made to the District's administrative offices rather than during Board meetings. Board members may, however, ask questions they deem appropriate and may refer any questions they have to the Superintendent for comment or later report to the Board.

No person who has publicly announced or filed as a candidate for public office may use the public comment portion of the Board meeting as a forum for campaigning.

- **Public Comments to the Board Pertaining to Action Items on the Board's Agenda**

The following guidelines shall apply to the public participation segment of the Board meeting relative to ACTION ITEMS set on the Board Agenda and shall be enforced.

- A. Anyone desiring to address the Board shall register with the clerk not less than fifteen (15) minutes before the meeting is called to order and shall provide, in writing, the following information:
1. Name and address.
  2. The organization for which they are appearing or with whom they are affiliated.
  3. The agenda items which they wish to address.
  4. The action or relief, if any, they are requesting from the Board.

• **Public Comments to the Board About an Item Not on the Board's Action Agenda**

Any person wishing to address the Board at a regular meeting on a matter not appearing as an action item on the Board agenda must notify the Superintendent, in writing, at least five (5) days prior to the meeting of the Board. The notice of request to address the Board must state:

- A. The name and address of the individual wishing to speak.
- B. Whether or not he/she represents any organization.
- C. A synopsis of the comments he/she wishes to present.
- D. The action or relief, if any, requested.

The Superintendent shall provide a copy of requests received to the President of the Board and Board members. The Superintendent, in consultation with the President, shall initially determine whether the matter can and/or should be placed on the agenda of the ensuing or subsequent Board meeting. If two or more Board members request the matter be placed on the agenda, the Superintendent shall include the matter on the agenda for the ensuing meeting, unless there is insufficient time, in which event the matter shall be placed on the agenda for the next subsequent regular meeting of the Board.

A matter not placed on the Board agenda shall be deemed to have been accepted by the Board as a written comment or request and referred, without comment by the Board, to the Superintendent for whatever action, if any, is appropriate. Any matter placed on the agenda pursuant to this section shall thereafter be subject to the same limitations and conditions as stated within the policy for public participation regarding agenda action items set out above.