

# Nord Country School

## BP 1060 – Regular and Special School Board Meetings



### **1.0 Purpose**

The Nord Country School Board recognizes that compliance with the Brown Act, also known as the California Open Meeting Law, is a legal requirement for the School. The purpose of this policy is to assist the Board in ensuring compliance.

### **2.0 Regular Meetings**

- 2.1 Regular meetings of the Board shall be held consistent with the calendar for such meetings as established by the Board each year.
- 2.2 If at any time any regular meeting falls on a holiday, (Federal, State or local), such regular meeting shall be rescheduled.

### **3.0 Special Meetings**

- 3.1 Special Meetings may be called when needed, consistent with legal requirements.

### **4.0 Notification of Meetings**

- 4.1 Not later than seventy-two (72) hours prior to a regular meeting and not later than twenty-four (24) hours prior to a Special Meeting, the Administrator of the School shall provide notice of the time and place of the meeting, and the agenda shall be provided to all Board members and those persons or entities who have previously requested notice of such meetings.

### **5.0 Meetings Open to the Public**

- 5.1 Open Session - All meetings of the Board shall be open to the public and the press except Closed Sessions, as authorized by law.
- 5.2 Presentations to the Board/Agenda Items
  - 5.2.1 Any person may address the Board concerning any item on the agenda and may, at the discretion of the Board, be granted five minutes to make a presentation to the Board at the time the specific item is under discussion.
  - 5.2.2 The President of the Board may grant additional time for an individual to address the Board if circumstances permit. The total time devoted to presentations to the Board on agenda items shall not exceed one-half hour unless the Board grants additional time.
  - 5.2.3 The President may curtail individual presentations if others raise repetitive points, particularly if it appears the total allotted time may be exceeded.
  - 5.2.4 All presentations shall be heard by the Board prior to the formal discussion of the agenda topic by the Board and consideration of action.

### 5.3 Oral Communications

- 5.3.1 Citizens may address the Board on any item not listed on the Board meeting agenda. Speakers will be limited to three (3) minutes. No more than a total of fifteen (15) minutes shall be devoted to all non-agenda items at a regular meeting.
- 5.3.2 The President may disallow a request to address the Board if repetitive of other speakers, or if the speaker seeks to make a presentation that he or another speaker has made at a previous meeting, particularly if it appears that the total allotted time may be exceeded.
- 5.3.3 Citizens desiring Board action on an item are encouraged to seek placement of the issue on the Board agenda in accordance with policy rather than presenting the matter during “Oral Communications.” This will facilitate discussion and expedite resolution.
- 5.3.4 Members of the public attempting to make complaints or charges against a District employee before the Board in open session will be referred to the appropriate staff for the purpose of receiving a complaint form and filing a complaint under the School’s established complaint procedures.

### 5.4 Disturbance of Meetings

- 5.4.1 Any person who willfully disturbs any Board meeting will be asked to leave immediately and may be guilty of a misdemeanor punishable by law.

## 6.0 Minutes of Board Meetings

- 6.1 The minutes of open session meetings of the Board shall record all motions, show the names of Board members making and seconding motions and state the vote upon the motion.
- 6.2 The open session minutes shall also record all resolutions, the recommendations of the administration and the substance of the Board’s discussion or the substance of statements pertinent to Board’s business made by members of the staff or public. The minutes shall follow the generally accepted pattern in form.
- 6.3 The original copy of the open session minutes shall be signed by the Secretary of the Board and approved by the Clerk. Original minutes shall be bound in chronological order, volumed by fiscal year and paged consecutively.
- 6.4 The official minutes of the Board shall be kept in fireproof storage. The following documents shall be bound with the official minutes and referred to in the text of the minutes to which they apply:
  - 6.4.1 Original copies of all resolutions unless required by other agencies, in which case photocopies of the originals may be substituted;
  - 6.4.2 Original copy of all budget transfers;
  - 6.4.3 Copies of any document determined by the Board to be attached to the official minutes; and

6.4.4 Other documents which, in the opinion of the Secretary, are necessary to fully substantiate or record Board action.

6.5 In addition to the official minutes, an additional copy of all minutes and attached documents shall be maintained in the office of the Secretary of the Board. This set of minutes shall be bound, indexed by those categories detailed above and by subject.

### **7.0 Quorum Requirements**

7.1 A majority of the voting members of the Board shall constitute a quorum of Board, which is necessary for the Board to transact business. All motions, in order to pass, need positive action by at least a majority of the Board. Should there be fewer than a majority of the Board present at any meeting, the meeting shall be adjourned.

### **8.0 Adoption and Review**

8.1 Originally Adopted: 6/14/2005

8.2 Most Recent Revision: 12/14/2011