

Meeting Conduct

Purpose

This procedure provides additional guidance for the conduct of Board meeting business, public notification and participation.

Scope

This policy applies to the Board of Directors, Superintendent, Executive Assistant, staff, students and community members.

Procedure

1. All meetings, including study sessions and retreats, must be advertised as meetings that are open to the public. If the Board wishes to devote all or most of a special meeting to an issue(s) to be discussed in executive session (Policy 1410), the special meeting should be called to order and recessed to an executive session. The purpose of the executive session should be announced and recorded in the minutes (for example, real estate matters, litigation).
 - 1.1. Special meetings may be held outside district boundaries with proper notice of the time and location.
2. **MEETING NOTICES**
 - 2.1. All public notices of Board meetings should inform persons with disabilities that they may contact the Superintendent's office so that arrangements can be made for them to participate in Board meetings.
 - 2.2. No meeting notice is required when the Board is acting as a quasi-judicial body in a matter between named parties (as distinguished from a matter having a general effect on the public or a class or group), such as, but not limited to, the following:
 - (a) Hearing on discharge, nonrenewal or discipline of an employee, unless the employee requests a public meeting.
 - (b) Hearing regarding suspension or expulsion of a student.
 - (c) Meeting for the purpose of planning or adopting strategy or positions to be taken in collective bargaining, grievance or mediation proceedings, or reviewing such proposals made by a bargaining unit.
 - 2.3. **PUBLIC PARTICIPATION**
 - 2.3.1. The public is encouraged to attend meetings of the Board to listen to and observe its deliberation. During the public forum portion of the meeting, individuals will be given a limited time of five (5) minutes per person to voice opinions on issues or topics within the scope of the Board's responsibility.

2.3.2. Board members may take public comments into consideration at his/her individual discretion.

2.3.3. Any criticism of employee(s) of the district will be considered only after review of a written statement submitted in accordance with Policy 4220-Complaints Concerning Staff or Programs and related procedures. The Board President or designee will take action as appropriate for each complaint and in accordance with district policies, procedures and the law.

2.4. **MEETING RECESS AND CONTINUATION**

The Board may recess a regular, special or recessed meeting to a specific future time. Notice of such a recess and continuation must be posted at or near the door of the meeting room. Notification to the press is not required.

Supporting Documentation

1420F1-Board Meeting Agenda

Document History

Action:	Date:
New	December 21, 2016
Revised	November 21, 2018
Revised	
Revised	