

Series 1000 – School District Organization and Operations

Section 1200 – School Board Operations

Policy 1204 – School Board Meetings and Procedures

The purpose of this policy is to recognize the inherent right of every citizen to attend and to observe proceedings of the Harrison County Board of Education. The following procedures pertain to Harrison County Board of Education meetings.

- 1204.1 Statutory meetings shall be convened as required by law.
- 1204.2 Regular meetings shall be held on the first and third Tuesday of each month, unless changed upon a vote of the board at a prior meeting. Such meetings shall be held at the administrative offices of the board, located at 408 E.B. Saunders Way, Clarksburg, WV or at an alternative location as determined by the board and publicized according to 1204.7 and 1204.8. In the event the place where a meeting is initially convened has inadequate space to accommodate members of the public who desire to attend or make presentations to the Board, the President of the Board may adjourn the meeting and reconvene the meeting at an alternate location on a date and at a time announced at the time of adjournment. A notice identifying the alternative location, date and time shall be posted at the location of the adjourned meeting. In the event a meeting is reconvened to a different date, the notice requirements attending Special Meetings shall be observed.
- 1204.3 Special meetings may be called by the president or any three members of the board. No business shall be transacted other than that designated in the call.
- 1204.4 Members of the Board may attend and participate at any meeting by means of telephone or videoconference. Telephone or electronic equipment shall be configured to allow those present, including members of the public, to observe and/or hear the members who are attending and participating by telephone or other electronic means and shall also be configured to permit the absent Board Member(s) to observe and/or hear the meeting proceedings.
- 1204.5 All documents or materials that are referenced in an agenda or statement of purpose of a Special Meeting shall be available for public inspection at the meeting where such documents or materials are considered or on the Harrison County Board of Education's official website (www.harcoboe.com).
- 1204.6 The Superintendent shall act as the chief executive officer and secretary of the board. The Superintendent shall prepare and furnish to board members a detailed agenda together with the minutes of the previous meeting(s).
- 1204.7 The Superintendent shall provide the regular meeting agenda to board members at least three business days (8:00 a.m. to 4:00 p.m.) in advance of the meeting, and the special

meeting agenda at least two business days in advance of the meeting.

1204.8 The Superintendent shall give the public and news media advance notice of at least three business days (8:00 a.m. to 4:00 p.m.), of the date, time, and place of each regular meeting and its agenda; two business day's advance notice of the date, time, place and purpose of each special meeting; and two business day's advance notice of any amendments to the agenda of a regular or special meeting.

Saturdays, Sundays, legal holidays and the date of the meeting shall be excluded in calculating days on which notice is first given, provided that notice is given before 4:00 p.m. on that day.

Notice will be given by at least the following means: Harrison County Board of Education official website (www.harcoboe.com) and local radio and television stations. Copies of meeting agendas shall also be available to the public and news media in the same manner as the initial notice, except that changes must be posted at least two business days in advance of the meeting.

If a Regular Meeting is cancelled or postponed, a notice of such cancellation or postponement shall be posted in the same location as soon as feasible after the cancellation or postponement has been determined. Notice of Special Meetings may also, at the discretion of the Superintendent, be given to local news media and at Harrison County Board of Education's official website (www.harcoboe.com).

1204.9 The President of the Board and each member of the Board shall be familiar with the provision of the Open Governmental Proceeding Act and shall undertake to observe the requirements of the Act in relation to all motions to convene in executive session. Executive sessions shall not be recorded by mechanical means (except to record hearing or upon a vote of a majority of board members present); however, board minutes shall identify the authorized reason for each executive session and shall indicate the persons in attendance.

1204.10 In the event of an emergency requiring immediate official action, the Superintendent shall be excused from strict compliance with 1204.7 and 1204.8 to the extent reasonably dictated by the circumstances. Nevertheless, the Superintendent shall in such case give such advance notice to the public and news media as is practicable, to include the time, place, and purpose of the meeting, and the agenda and minutes of the meeting must explain why an emergency necessitated immediate official action.

1204.11 It shall be the responsibility of the Superintendent, in cooperation with the President, to prepare an agenda of the items of business to come before the board at each regular meeting.

1204.12 Every agenda made available to the public and news media shall list each personnel recommendation that the Superintendent intends to make at the meeting. It shall also name the individual(s) that will be the subject of each recommendation. However, the agenda may omit the name of a person who will be the subject of a personnel recommendation when, at the time the agenda is published to the public and news

media, the process by which the Superintendent selects a nominee is still underway. The personnel agenda shall also state that the Board may consider resignations submitted after publication of the agenda and that all proposed personnel actions are subject to modification upon withdrawal of the bidding employee. Whenever under these rules the agenda does not contain the name of a person who will be the subject of personnel action recommended by the Superintendent, the agenda shall so indicate and shall state that the name will be furnished in writing at the time and place of the meeting, before the Board considers the recommendation. Notwithstanding the foregoing, the agenda shall omit the names of employees to be considered for discipline.

1204.13 Items of business that do not appear on the agenda may be suggested from the floor for discussion, under Agenda Item V, for informational purposes only. Such matters may be placed on the agenda of a future regular meeting by a majority vote of the board members present or at request of the President of the Board.

1204.14 Once a quorum is established, all actionable items shall require a majority vote of those present. All actionable items shall require a motion, a second, and an affirmative vote of the majority of those members present in order to become effective.

1204.15 Consent agenda items shall consist of standard, uncontroversial, and/or self-explanatory items which can be consolidated and approved with one motion and vote. Any member may raise a question for informational purposes only on any consent item. If any board member wishes an item to be removed from the consent agenda, that item must be removed, by majority vote of those in attendance, and voted on separately. With majority vote, it will be placed on the bottom of the Consent Items for further discussion and action.

1204.16 The order of business shall be as follows:

- I. Call to Order
- II. Pledge of Allegiance
- III. Special Recognition(s) and Presentation(s)
- IV. Delegations
- V. Superintendent's Update
- VI. Consent Items
- VII. New Business
- VIII. Old Business (for informational discussion only of former agenda items)
- IX. Policy Updates
- X. Personnel
- XI. Legal/Disciplinary Matters
- XII. Adjournment

1204.17 Any citizen may appear and address the board during the "Delegations" portion of any meeting. Persons who desire to address the board at a Special Meeting may only discuss the topic(s) that are on the agenda of that meeting.

1204.18 Persons who desire to address the board are encouraged to meet with appropriate

school personnel prior to addressing the board.

1204.19 All persons who desire to address the board at a Regular Meeting or a matter identified within the stated purpose of a Special Meeting as a Delegation must register with the Superintendent no later than fifteen minutes prior to the scheduled commencement of any regular or special meeting. They may do so at the Superintendent's office during regular business hours. The Superintendent or the Superintendent's designee will also be available to accept registrations at the place of the meeting, beginning thirty minutes before the meeting starts. The following information must be provided to the Superintendent by persons who desire to address the board: name, address or phone number, a concise statement of the subject to be addressed, a list of Harrison County personnel who have been involved in the matter, and a statement indicating the desired action of the board. This information must be provided on the Harrison County Board of Education Delegation Request Form.

1204.20 All persons desiring to address the board should be as brief as possible and limit their remarks to their written statement of the subject to be addressed. A speaker must limit his or her comments to five minutes unless the board, in order to complete its scheduled business in a reasonable time, adopts an alternate procedure at or for a particular meeting. Written materials may be presented in addition to or in lieu of an oral presentation; speakers must provide ten (10) copies of any written materials presented in this manner.

1204.21 All statements from the floor shall be directed to the President. No person may engage in audible discussion with members of the audience. In appropriate situations the board may choose to convene in executive session in conformity with the Open Governmental Meetings Act to hear comments from persons who wish to address the board; in those instances, the comments shall be made, if at all, in executive session.

1204.22 If a matter not on the agenda is brought before the board at a meeting, the board shall neither decide nor deliberate toward a decision on the matter at that meeting. Board members may request additional study of the matter and it may be placed on a future agenda for board consideration.

1204.23 The Superintendent shall be responsible for preparing accurate written minutes of all meetings. Subject to the exceptions under the Open Governmental Proceedings Act for executive sessions, the minutes of all meetings shall include, at least, the date, time and place of the meeting; the name of each member present and absent; all motions, proposals, resolutions, orders, ordinances and measures proposed, the name of the person proposing them, and their disposition; and the results of all votes and, upon the request of a member, the vote of each member, by name.

Approved by the Harrison County Board of Education

October 21, 2008

Effective January 1, 2009

Revised: February 7, 2012; July 16, 2012; August 5, 2014, July 14, 2015