

B210 – BOARD MEETING PROCEDURES

School Board meetings shall be orderly and shall be governed by Robert's Rules of Order.

The Board President shall have the authority and responsibility to call meetings as needed to successfully conduct the business of the Board, but no less than one (1) regular meeting per month. The date, time and location of the meeting shall be decided by the President and the Superintendent in consultation with Board members.

All meetings shall be open to the public except meetings that meet the criteria described in Louisiana law for being closed meetings.

Official actions or decisions shall be made only in official meetings of the Board. No member of the Board, nor any committee of the Board, shall have the power to act in the name of the Board outside of official Board meetings unless so designated by a majority of the Board duly convened.

All meetings of the Board and Committees shall be open to the public, and ~~be advertised no later than 24 hours from the start of the meeting~~ written public notice of any meeting shall be given no later than twenty-four (24) hours before the meeting. ~~Advertising of meetings consists of: notification to all regional print and electronic media; placement on the State Department of Education and School Board web sites; electronic notification to principals of all district schools; signage posted at the entrance of the School Board administrative headquarters; and at the entrance of the meeting location.~~ Written public notice shall include, but not be limited to: posting a copy of the notice at the entrance of the School Board administrative headquarters and at the entrance of the meeting location or publishing the notice in an official journal of the Board; and providing notice via the Board's official website; and mailing or electronically mailing a copy of the notice to any member of the news media who requests notice of meetings, in the same manner as is given to members of the Board; and electronically notifying the principals of all district schools. Individuals and groups may request electronic notification, as well.

The failure to timely post notice on the website or the inability of the public to access the website due to any type of technological failure shall not be a violation of the written public notice requirements.

In cases of extraordinary emergency, the public meeting notice mandated by this policy shall not be required; however, the public body shall give such notice of the meeting as it deems appropriate and circumstances permit. A majority vote at the commencement of the emergency meeting shall ratify the necessity for an emergency meeting.

Such public notice shall consist of the time, place and date of the meeting and a complete listing of all subject matters to be discussed and voted upon. The notice shall include the contact phone number to be called for information purposes.

Orleans Parish School Board members shall be provided with specific communications tools which are necessary to fulfill the Board members' duties. Each Board member shall be provided Internet connectivity for the duration of his/her term. Such provision shall be subject to the provisions of all applicable state rules and statutes. In addition members may be provided a cellular phone or similar technology to facilitate immediate access to both district staff and the community. All costs associated with this technology shall be borne by the School District. Each member shall ~~bare~~bear the responsibility for accurately reporting said expenses according to approved existing Board policy and applicable state rules and statutes.

Special meetings may be called by the President or in his/her absence, by the Vice President, when in his/her opinion such special meetings are necessary. The President shall also call a special meeting when so requested in writing, by three members of the Board, but no business shall be transacted except that for which the meeting was called and which shall be stated in the call.

~~In the event of a need for an emergency meeting, the one week (7 day) public meeting notice may be waived. A majority vote at the commencement of the emergency meeting shall ratify the emergency meeting.~~

RULES OF PROCEDURE

The following rules of procedure shall guide the Board in its execution of business.

1. The agenda should include all subjects to be discussed at the public meeting, including matters to be discussed in executive session. The agenda should also include:
 - A statement identifying the court, case number, and the parties relative to any pending litigation to be considered at the meeting.
 - A statement identifying the parties involved and reasonably identifying the subject matter of any prospective litigation for which formal written demand has been made that is to be considered at the meeting.
2. A simple majority of the total membership of the Board or at least four (4) members constitutes a quorum and must be present in order to officially convene the Board meeting.
3. Except as may be provided by state law or by Board policy, any motion, resolution or other action of the Board shall be deemed valid only upon a favorable vote of a simple majority of the members present and

voting taken at a properly called regular or special meeting of the Board.

4. Voting may be taken by a show of hands or by roll call of the members present at the discretion of the President or Parliamentarian. There shall be no proxy votes.
5. A Board member shall abstain from voting on any matter in which his/her personal or professional gain is in conflict with the interest of the Board or on any question involving conduct to the Board member.
6. The board will discuss only those items listed on the properly advertised agenda. Inclusion of an additional agenda item shall require a unanimous vote of members present. Any such matter shall be identified in the motion to take up the matter not on the agenda with reasonable specificity, including the purpose for the addition to the agenda, and entered into the minutes of the meeting. Prior to any vote on a motion to take up a matter not on the agenda, there shall be an opportunity for public comment. The President shall have the prerogative to move an agenda item when he/she feels the change would be in the best interest of the meeting. An item may be removed during the meeting from the agenda by the President, with a majority concurrence from the Board. An item appearing on the agenda that has been requested by a Board member may be withdrawn at any time during the meeting at the request of the Board member.
7. The Board can decide who shall sit at the board-meeting table.
8. The President shall have the authority to appoint a Parliamentarian to serve at Board meetings who shall assist in maintaining the orderly conduct of meetings. He/she will have the authority to terminate the remarks and order the removal of any individual(s) who does/do not adhere to the above rules. Assigned security personnel and New Orleans Police Department personnel shall execute the parliamentarian request for removal.

Rules on Public Comment

1. Public comment shall be permitted at all public Board meetings at a time designated by the President, Parliamentarian or Chairperson of a committee. Each person shall be permitted to speak no more than three minutes one time during each meeting, unless requested by the President, Parliamentarian or Chairperson.
2. Speakers shall address items on the Board Agenda unless otherwise authorized by the Board President, Parliamentarian, or Committee Chairperson. At all times, speakers and attendees at Board meetings shall observe orderly meeting decorum. Written comment may be submitted to the Board for inclusion in the record.

Ref: La. Rev. Stat. Ann. §§17:81, 42:~~4-11~~11 et seq.; Board minutes 7-10-89, 2-12-90, 1-14-01, 3-10-03, 3-24-03, 10-21-08.