

**A. SCHOOL DISTRICT ORGANIZATION AND OPERATION**

**SCHOOL BOARD MEETINGS AND PROCEDURES**

The Raleigh County Board of Education recognizes the inherent right of every citizen to attend and to observe proceedings of the board.

All meetings of the board shall be open to the public; however, the board may hold an executive session and exclude the public when a closed session is required for reasons outlined in School Laws of West Virginia 6-9A-4.

A majority of members constitutes a quorum required for transaction of official business

**Meeting Dates**

Statutory Meetings--The board shall meet on the first Monday of July and upon the dates provided by law for the laying of the levies and at any other times the board fixes upon its records. On the first Monday of July, following each biennial primary election, each respective board of education shall organize and elect for a two-year term, a president from its own membership and report same promptly to the state superintendent of schools,

Regular Meetings--Regular meetings of the Raleigh County Board of Education shall be held on the second and fourth Tuesday of each month. Such meetings shall be held at 5:30 p.m. at the administrative offices of the board located at 105 Adair St., Beckley, WV.

Special Meetings--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. A three-day notice shall be given each board member for all special meetings except when such meetings are called under emergency circumstances or called at a time when all board members are present and agree to a special meeting.

Recessed Meetings--Any meeting recessed for the purpose of continuing that meeting in a subsequent session is known as a recessed meeting. The statutory meeting between March 7th and March 28th to fix the estimated tax levy rates and report the same to the state tax commissioner recesses to the third Tuesday in April.

**Meeting Procedures**

The superintendent shall act as the chief executive officer and secretary of the board. As executive officer and secretary, the superintendent shall prepare and furnish to board members a carefully organized and detailed agenda together with the minutes of the previous meeting(s). The superintendent shall have the agenda and accompanying reports for clarification to board members at least three working days prior to the date of the

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meeting exclusive of weekends and holidays.

At the same time, the agenda will be available to the public and the news media and the agenda shall be available to the public at least one-half hour prior to each meeting.

Items of business may be suggested by members of the board, the superintendent or patrons of the school district. Business items for the agenda shall be submitted in writing to the superintendent two weeks prior to the meeting to insure inclusion on the written agenda. Items not included on the agenda may be considered on an addendum if deemed necessary by the superintendent. Items of business may not be suggested from the floor for discussion at that same meeting except at the discretion of the president of the board or a majority of the board members present.

Consent agenda items will consist of standard, noncontroversial, and/or self explanatory items which can be consolidated and approved with one motion and vote. At the time in the regular agenda when there is to be action on the consent items, the board president will first inquire whether there are any items that need to be removed from the consent items. If any member wishes an item to be removed, it must be removed and placed on the regular agenda.

The order of business for a regular meeting of the board shall be:

1. Call to order
2. Roll Call
3. Approval of Agenda/Adjustments
4. Recognition
5. Delegations
  - A. Agenda Items
  - B. Non-agenda items
6. Communications/Reports
  - A. Board Members
  - B. Other Reports
7. Unfinished Business
8. Policies and Procedures
9. Consent Items (including, but not limited to the following items)
  - A. Minutes
  - B. Budget Supplements and Transfers
  - C. Payment of Bills
  - D. Student Transfers
  - E. Bids
  - F. Future Meetings
10. New Business
11. Consideration of personnel
12. Adjournment

The superintendent shall prepare the minutes of all meetings. Minutes shall be available to the public within a reasonable time after each meeting.

### **Participation by Board Members in Meetings by Electronic Means**

The board believes it is imperative that all board members participate in meeting in person. However, under certain, limited circumstances, members of the board may be permitted to participate in meetings by telephone conference or other electronic means. With the exception of statutory requirements to the contrary (e.g. hearings on school closings or consolidations, public hearings on budget matters) and with the exception of hearings concerning personnel matters such as potential suspension or termination hearings and Level III grievance appeals, whenever unusual and unavoidable circumstances prevent a member(s) of the board from being physically present at a board meeting that individual(s) may officially participate electronically via telephone, video conferencing or other electronic means.

The public will be given notice of the meeting and a public place will be provided for those who wish to attend. Additionally, the board must insure that those members participating by electronic means will be audible to all of those personally present at the announced meeting site and minutes of the meeting kept.

The voice or the image of the absentee participant(s) must be identifiable by other members. At least one board member must be physically present at the site of the publicly announced meeting and there must be a quorum for business to be conducted. All participants shall receive compensation in accordance with WV Code 18-5-4 as amended.

If, in the opinion of a majority of the board, any member consistently abuses the privilege of absentee participation, the board may, by appropriate board action, revoke that member's right to participate via telephone, video conferencing or other electronic means for such a period as is approved by a majority of the board in their action taken as long as the member has been given advanced notice of the withdrawal of the privilege.

Additionally, it shall be the recommendation of the board that no more than two (2) board members participate electronically and those member(s) must make arrangements in order that the public notice can include a statement that a board member will be participating electronically.

### **Public Participation in Board Meetings**

The board welcomes input and participation by the public in its meetings. At the same time, the board encourages citizens to work with the administration to try to resolve problems and-or differences.

Persons who desire to address the board must arrange with the superintendent to do so. Citizens should call the board two weeks in advance of a regular meeting to secure a place on the written agenda or may register to address the board beginning 30 minutes prior to each regular meeting of the board. Citizens addressing the board at a regular meeting will be allocated five (5) minutes per speaker.

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Depending on the purpose of the meeting, the board may make reasonable rules for the number of speakers, how long they may speak and whether their remarks are to be made in open or executive session.

Citizens shall be heard and their problems and-or requests taken under consideration. Action will be taken on matters brought before the board only after a thorough study has been made by the board.

Legal Source: School Laws of West Virginia 18-5-1c, 18-5-4 & 6-9A-3 6-9A-4

APPROVED: January 27, 2004

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