

Meeting Place and Time

The notice for a Board meeting shall reflect the date, time, and location of the meeting.

Regular Meetings

A regular meeting shall be held once each month. Regular meetings of the Board shall normally be held on the third Thursday of each month at ~~7:00 p.m.~~6:00 p.m., except for the month of May when a third meeting shall be held to canvass the votes of the Board member election. The date shall be determined according to the Texas Election Code. When determined necessary and for the convenience of Board members, the Board President may change the date, time, or location of a regular meeting with proper notice.

Special or Emergency Meetings

The Board President shall call special meetings at the Board President's discretion or on request by two members of the Board.

The Board President shall call an emergency meeting when it is determined by the Board President or two members of the Board that an emergency or urgent public necessity, as defined by law, warrants the meeting.

Agenda

Deadline

The deadline for submitting items for inclusion on the agenda is close of business on the Monday of the week prior to regular meetings and close of business the fifth calendar day before special meetings.

Preparation

In consultation with the Board President, the Superintendent shall prepare the agenda for all Board meetings. Any Board member may request that a subject be included on a Board meeting agenda for discussion after consultation with the Board President. The Superintendent shall include in the preliminary meeting agenda all Board member-requested topics that are submitted within the appropriate timeline.

Before the official agenda is finalized for any meeting, the Superintendent shall consult the Board President to ensure that the agenda and the topics included meet with the Board President's approval. In reviewing the preliminary agenda, the Board President shall ensure that any topics the Board or individual Board members have requested to be addressed are either on that agenda or scheduled for deliberation at an appropriate time in the near future. The Board President shall not have authority to remove from the agenda a subject requested by a Board member without that Board member's specific authorization.

Notice to Members

Members of the Board shall be given notice of regular and special meetings at least 72 hours prior to the scheduled time of the meeting and at least two hours prior to the time of an emergency meeting.

BOARD MEETINGS

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(LOCAL)

Closed Meeting	<p>Notice of all meetings shall provide for the possibility of a closed meeting during an open meeting, in accordance with law.</p> <p>The Board may conduct a closed meeting when the agenda subject is one that may properly be discussed in a closed meeting. [See BEC]</p>
Order of Business	<p>The order of business for regular Board meetings shall be as set out in the agenda accompanying the notice of the meeting. At the meeting, the order in which posted agenda items are taken may be changed by consensus of Board members.</p>
Rules of Order	<p>The Board shall observe the parliamentary procedures as found in <i>Robert's Rules of Order, Newly Revised</i>, except as otherwise provided in Board procedural rules or by law. Procedural rules may be suspended at any Board meeting by majority vote of the members present.</p>
Voting	<p>Voting shall be by voice vote or show of hands, as directed by the Board President. Any member may abstain from voting, and a member's vote or failure to vote shall be recorded upon that member's request. [See BDAA(LOCAL) for the Board President's voting rights.]</p>
Consent Agenda	<p>The Board may use a consent agenda for items when the Board has been furnished with background material on each item, and/or the item has been discussed at a previous meeting. All the items on the consent agenda shall be acted upon by one vote without being discussed separately unless requested by a Board member, in which case the item shall immediately be withdrawn for individual consideration. The remaining items shall be adopted under a single motion and vote. Items withdrawn for separate discussion shall be acted upon individually.</p>
Minutes	<p>Board action shall be carefully recorded by the secretary to the Board of Trustees or clerk; when approved, these minutes shall serve as the legal record of official Board actions. The written minutes of all meetings shall be approved by vote of the Board and signed by the Board President and the Board Secretary.</p> <p>The official minutes of the Board shall be retained on file in the office of the Superintendent and shall be available for examination during regular office hours.</p>
Recording Guidelines	<p>Regular Board meetings, special meetings, and any work sessions that include budget or curriculum shall be video recorded so that a copy of the video may be placed on the District's website for a period of one year.</p>
Discussions and Limitation	<p>Discussions shall be addressed to the Board President and then the entire membership. Discussion shall be directed solely to the</p>

business currently under deliberation, and the Board President shall halt discussion that does not apply to the business before the Board.

The Board President shall also halt discussion if the Board has agreed to a time limitation for discussion of an item, and that time limit has expired. Aside from these limitations, the Board President shall not interfere with debate so long as members wish to address themselves to an item under consideration.