

CONDUCT OF BOARD MEETINGS

The Board recognizes its responsibility to conduct the business of the district in an orderly, efficient manner. The presiding officer shall be responsible to establish a meeting environment that encourages discussion and responsible action by the Board.

QUORUM:

A majority of the elected School Board members constitutes a quorum, which is required for the transaction of business. In the absence of a quorum, the only official action that the Board may take is to adjourn the meeting to another time and/or date.

AGENDA:

The Administrator shall prepare a written agenda for each meeting in consultation with the Board President. Unless determined urgent by the presiding officer, the Board may not act officially on any item of business not stated on the meeting notice as distributed to the news media or as posted.

PUBLIC PRESENTATIONS AT BOARD MEETINGS:

The purpose of this part of the agenda is to allow a citizen or citizens, who have asked to be placed on the agenda, an opportunity to speak to the board. Board policy requests citizens contact the District Administrator at least a week in advance of the meeting. At the board's discretion, and if time allows, additional citizens in attendance may be afforded the opportunity to speak. It is important to remember the following:

1. No personnel/confidential issues can be discussed in open session of the board. These types of concerns must be brought forth through board adopted procedures.
2. The school district has adopted policies and procedures for dealing with problems/complaints. These procedures provide for discussion and resolution of concerns, with board involvement if necessary, as certain steps are followed. The board is prohibited from becoming involved outside of the adopted procedure.

The following controls shall regulate public presentation to the Board:

- 1). All delegations and/or individuals will be allowed a maximum of fifteen (15) minutes to address the Board at any scheduled meeting.
- 2). If any delegation and/or individual wishes Board action on any item, they must be listed on the agenda.
- 3). In order to be listed on the agenda, the delegation and/or individual must contact the District Administrator or Board President one calendar week prior to the meeting date.
- 4). If Board action is requested on any item not listed on the agenda, this action will be taken no sooner than the next scheduled School Board meeting.

MINUTES:

The School District Clerk shall maintain or cause to be maintained complete written records of the meetings of the Board:

- 1). A record of all actions taken by the Board with the vote of each member recorded except in cases of unanimous votes.
- 2). A listing of topics discussed, whether or not Board action was taken.

Copies of the minutes shall be made available to all Board members prior to the meeting at which the minutes are to be approved. The minutes shall become permanent records of the Board, shall be filed at the school office, and made available to interested citizens during regular office hours, and shall be published within 45 days after the meeting as a Class I notice.

Wis. Statutes:	19.84 – 120.11	985
Ref:	4012 – Notice to the Public Access to Public Records	
Adopted:	December 21, 1981	
Revised:	January 21, 1985	
Revised:	October 20, 1997	
Revised:	November 12, 2002	