

CENTENNIAL SCHOOL DISTRICT

SECTION: LOCAL BOARD PROCEDURES

TITLE: MEETINGS

ADOPTED: February 13, 2018

REVISED:

	<p style="text-align: center;">006. MEETINGS</p> <p>Section 1. <u>Parliamentary Authority</u></p> <p>All Board meetings shall be conducted in an orderly and business-like manner. Robert’s Rules of Order shall govern the Board in its deliberations in all cases in which it is not inconsistent with Applicable Law or Board procedures.</p> <p>Section 2. <u>Quorum</u></p> <p>A quorum shall consist of a majority of the members of the Board. No business shall be transacted at a meeting without a quorum, but the Board members present at such a meeting may adjourn to another time.</p> <p>Section 3. <u>Presiding Officer</u></p> <p>The President shall preside at all Board meetings. In the absence, disability or disqualification of the President, the Vice-President shall act instead. If neither person is present, a Board member shall be elected President pro tempore by a plurality of those present to preside at that meeting only.</p> <p>Section 4. <u>Notice</u></p> <p>Notice of all public Board meetings, including Work Session/Regular meetings and Committee of the Whole meetings, shall be given by publication of the date, place, and time of such meetings in the newspaper(s) of general circulation designated by the Board, on the District website and posting of such notice at the administrative offices of the Board.</p> <p>a. Notice of regular meetings shall be given by publication and posting of a schedule showing the date, place and time of all regular meetings for the calendar year at least three (3) days prior to the time of the first regular meeting.</p> <p>b. Notice of all special meetings shall be given by publication and posting of notice at least twenty-four (24) hours prior to the time of the meeting, except that such notice shall be waived when a special meeting is called to deal with an actual</p>
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<p>65 Pa. C.S.A. Sec. 703, 709</p>	<p>emergency involving a clear and present danger to life or property.</p> <p>c. Notice of all rescheduled meetings shall be given by publication and posting of notice at least twenty-four (24) hours prior to the time of the meeting.</p>
<p>65 Pa. C.S.A. Sec. 703</p>	<p>d. Notice of all recessed or reconvened meetings shall be given by posting a notice of the place, date and time of the meeting and sending copies of such notice to interested parties.</p>
<p>65 Pa. C.S.A. Sec. 709</p>	<p>e. Notice of all public meetings shall be given to any newspaper(s) circulating in Bucks County and any radio or television station which so requests. Notice of all public meetings shall be given to any individual who so requests and provides a stamped, addressed envelope for such notification.</p>
<p>SC 423 65 Pa. C.S.A. Sec. 709</p>	<p>Notice of all rescheduled meetings and special meetings shall be given to Board members no later than twenty-four (24) hours prior to the time of the meeting.</p> <p>Section 5. <u>Work Session/Regular Meetings</u></p>
<p>SC 421 65 Pa. C.S.A. Sec. 701 et seq</p>	<p>Work Session/Regular Board meetings shall be public and shall be held at specified locations on the second Tuesday of every month from September through June.</p> <p>It shall be the responsibility of the Superintendent, in cooperation with the Board President, to prepare an agenda of the items of business to come before the Board at each Work Session/Regular meeting.</p>
<p>65 Pa. C.S.A. Sec. 703, 709 Pol. 006</p>	<p>Section 6. <u>Committee of the Whole Meetings</u></p> <p>Committee of the Whole meetings shall be public and shall be held at specified locations on the fourth Tuesday of every month from September through June, excluding August and December. A Committee of the Whole meeting will be held on the third Tuesday in August.</p> <p>It shall be the responsibility of the Superintendent, in cooperation with the Board President and Committee Chair, to prepare an agenda of the items of business to come before the Board at each Committee of the Whole meeting.</p> <p>Community Comments section shall be limited to topics on the agenda as they are being discussed by the Board.</p> <p>Section 7. <u>Special Meetings</u></p>
<p>SC 423, 426 65 Pa. C.S.A. Sec. 701 et seq</p>	<p>Special meetings may be called for special or general purposes and shall be public except when conducted as an executive session for purposes authorized by the Sunshine Act.</p>

SC 426	The President may call a special meeting at any time and shall call a special meeting upon presentation of the written requests of three (3) Board members. Upon the President's failure or refusal to call a special meeting, such meeting may be called at any time by a majority of the Board members.
SC 423	No business shall be transacted at any special meeting except that named in the call sent to members for such special meeting.
65 Pa. C.S.A. Sec. 701 et seq Pol. 903	<p>Section 8. <u>Public Participation</u></p> <p>District residents present at a Board meeting may address the Board in accordance with Applicable Law and District Policy 903. Public Participation in Board Meetings.</p>
	<p>Section 9. <u>Voting</u></p> <p>All motions shall require for adoption a majority vote of those Board members present and voting, except as provided by statute or Board procedures.</p>
	<p>Section 10. <u>Minutes</u></p>
SC 518 65 Pa. C.S.A. Sec. 706	The Board shall cause to be made, and shall retain as a permanent record of the District, minutes of all open Board meetings. Said minutes shall be comprehensible and complete and shall show:
	<ul style="list-style-type: none"> a. Date, place, and time of the meeting. b. Names of Board members present and absent. c. Presiding officer. d. Substance of all official actions. e. Actions taken. f. Recorded votes and a record by individual members of all roll call votes taken. g. Names of all staff members and residents who appeared officially and the subject of their testimony.
SC 407	The Board Secretary shall provide each Board member with a copy of the minutes of the last meeting prior to the next regular meeting.
SC 433	The minutes of Board meetings shall be approved at the next succeeding meeting

<p>SC 407 Pol. 800, 801</p> <p>65 Pa. C.S.A. Sec. 703, 709 Pol. 006</p> <p>65 Pa. C.S.A. Sec. 707, 708</p>	<p>and signed by the Board Secretary.</p> <p>Notations and any tape or audiovisual recordings shall not be the official record of a public Board meeting but may be available for public access, upon request, in accordance with Board policy. Any notations and/or audiovisual recordings of a Board meeting shall be retained and disposed of in accordance with the District's records retention schedule.</p> <p>Section 11. <u>Recess/Reconvene</u></p> <p>The Board may, at any time, recess or reconvene to a reconvened meeting at a specified date and place, upon the majority vote of those present. The reconvened meeting shall immediately take up its business at the point in the agenda where the motion to recess was acted upon. Notice of the reconvened meeting shall be given as provided in Board policy.</p> <p>Section 12. <u>Executive Session</u></p> <p>The Board may hold an executive session, which is not an open meeting, before; during; at the conclusion of a public meeting; or at some other time. The presiding officer shall announce the reason for holding the executive session; the announcement can be made at the public meeting prior to or after the executive session.</p> <p>The Board may discuss the following matters in executive session:</p> <ul style="list-style-type: none">a. Employment issues.b. Labor relations.c. Purchase or lease of real estate.d. Consultation with an attorney or other professional advisor regarding potential litigation or identifiable complaints that may lead to litigation.e. Matters that must be conducted in private to protect a lawful privilege or confidentiality. <p>Official actions based on discussions held in executive session shall be taken at a public meeting.</p> <p>Section 13 <u>Public Broadcasting</u></p> <p>Board meetings shall be broadcast live and rebroadcast to the public via the School</p>
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	<p>District cable channels and the internet. All Board meetings will be archived.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 212, 224, 324, 405, 407, 408, 421, 422, 423, 426, 427, 428, 433, 508, 514, 518, 609, 621, 634, 665, 671, 687, 702, 707, 708, 803, 1071, 1075, 1076, 1077, 1080, 1111, 1129, 1503</p> <p>Sunshine Act – 65 Pa. C.S.A. Sec. 701 et seq.</p> <p>Board Policy – 003, 004, 005, 006, 107, 108, 604, 605, 606, 610, 612, 800, 801, 903</p>
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