

AR 8320 MEETINGS

Regular Meetings

Regular meetings will be held monthly at a regular date, time and place to be determined by the Advisory School Board.

1. The Advisory School Board shall make the time and place of regular meeting a matter of public information and issue a public notice, to include agenda, at least five (5) days in advance.
2. The Advisory School Board meetings shall normally be held in the school. No meetings shall be held in businesses or private homes.
3. Five days notice shall be given for cancellation of the regular meeting during non-school months.

Special Meetings

1. All meetings called for a special purpose shall be considered as special meetings and are open to the public. Public notice shall be given 24 hours in advance.
2. Notice of a special meeting shall include a statement of the purpose of the meeting.
3. No business may be transacted other than that stated in the notice of the meeting.
4. All Advisory School Board members must be contacted in person at least 24 hours in advance of the meeting.
5. Special meetings may be called by the chairperson upon request of two Advisory School Board members or the Principal.

Work Sessions

Work sessions or in-service training sessions may be held with 24 hour public notice given but no business may be transacted. Work sessions will be held in a public building.

Agendas

1. Agendas will be prepared by the principal, at the direction of the Advisory School Board chairperson. An agenda shall be made available to each Advisory School Board member prior to each meeting.
2. Anyone wishing to address the Advisory School Board may request placement of an item on the agenda by contacting the Advisory School Board chairperson 24 hours in advance.
3. The chairperson shall give ample notice to a person who wishes to address the Advisory School Board of the time and place of the meeting.

Communications

1. All written communication addressed to the Advisory School Board shall be brought to the Advisory School Board's attention.
2. Written communications will be read at Advisory School Board meetings.
3. Lengthy documents, correspondence of a repetitive nature and reports may be summarized by the Secretary.
4. Oral communications, whether a new subject, a report, or in support of a written communication or agenda item shall be limited usually to 5 minutes.
5. The chairperson shall have the power to maintain order at all meetings of the Advisory School Board or hearing held before it. Persons guilty of being rude, insolent, or contemptuous during any meeting of the Advisory School Board may be ordered to leave.
6. Following consideration of oral and written communication, the Advisory School Board shall direct the Principal or designee as to whether or not the subject shall be replied to, acted upon at the time, or scheduled for a future agenda.
7. As far as practical, the Principal or designee shall provide logistical and clerical support to the Advisory School Board.

Suggested Order of Business

1. Call to order
2. Roll call
3. Approval of minutes
4. People to be heard
5. Correspondence
6. Reports from committees
7. On-site procedures
8. Administrative reports
9. Items for Advisory School Board Consideration
10. Old Business
11. New Business
12. Items for next meeting's agenda
13. Adjournment - Time and Place of next meeting.

Minutes

1. A record of Advisory School Board discussions is to be made in writing in sufficient detail to provide accurate information for later reference.
2. The official minutes shall be primarily concerned with definite recommendations.
3. Minutes shall indicate speaker, organization and topic. Reactions from Advisory School Board members, staff or public will not be reported except as they indicate solutions to problems addressed.
4. All unofficial minutes of the Advisory School Board shall be available to Advisory School Board members, staff, and the public no later than ten days following the meeting.
5. Copies will be made available by request in the Principal or designee's office.
6. Copies shall be sent to the Superintendent or designee who will present them to the School Board at its next regularly scheduled meeting.

Quorum

A majority of the number of filled positions on the School Board constitutes a quorum.

Affirmative votes by a majority of the School Board's membership are required to approve any action under consideration, regardless of the number of members present.

Motions

1. The vote on all recommendations shall be by voice.
2. When the number of ayes and nays is not clear, a member or the Chairperson may call for a roll call vote in order to determine the prevailing side.
3. In a roll call vote the name of Chairperson shall be called last.
4. No member shall be entitled to vote on any matter in which he or she has any direct or indirect financial interest.

Committees

1. Committees may be appointed as needed by the Advisory School Board chairperson. Membership may be comprised of Advisory School Board members, community members, parents, teachers and students as deemed appropriate by the Advisory School Board chairperson.
2. Committees shall function as advisory only and concern themselves only with the special assignment from the Advisory School Board.
3. Advisory School Board members serving on such committees shall not speak for the Advisory School Board unless authorized to do so.

4. Committees shall report to the Advisory School Board Committee and shall terminate after their final presentation.
5. The committee chairperson will be appointed by the Advisory School Board chairperson.

9/92

Adopted 11/23