

LAKE HAVASU UNIFIED SCHOOL DISTRICT #1

AGENDA ACTION ITEM

TOPIC: FIRST PRESENTATION/REVIEW OF REVISED POLICIES BE SCHOOL BOARD MEETINGS, BEBD AND BEDB-E AGENDA, AND BEDD RULES OF ORDER

SUBMITTED BY: Diana M. Asseier, Superintendent

DATE FOR BOARD CONSIDERATION: February 21, 2017

RECOMMENDATION:

It is recommended that the Board approve the first presentation of revised Policies BE School Board Meetings, BEBD and BEDB-E Agenda, and BEDD Rules Of Order.

RATIONALE:

Revisions are clarify changes requested by Governing Board.

Approved for Transmittal to Governing Board


Superintendent

BE © SCHOOL BOARD MEETINGS

The Board shall transact all business at official meetings of the Board. These may be either regular or special meetings, defined as follows:

- Regular meeting - the usual official legal-action meeting, scheduled and held regularly.
- Special meeting - an official legal-action meeting called between scheduled regular meetings to consider only specifically identified topics.

Every meeting of the Board, regular or special, shall be open to the public except for an executive session that is held in accordance with state law. A "meeting" is defined as the gathering, in person or through technological devices, of a quorum of members of a public body to discuss, propose or take legal action, including any deliberations with respect to such action, that has been properly noticed, pursuant to Arizona Revised Statutes.

Notice of all Governing Board meetings, regular and special, shall be posted in compliance with the requirements prescribed by A.R.S. 38-431.02 and described in Board Policy BEDA.

Regular Board Meetings

The Governing Board shall hold a regular meeting at least once each month during the regular school year and may hold other meetings as often as called. If action has been taken and documents approved at a meeting, they may be signed subsequently by individual Board members.

The ~~second (2nd)~~ third (3rd) Tuesday of each month during the regular school year is designated as the regular Board meeting date. The Board may hold other meetings as often as called.

A regular meeting may be rescheduled or canceled:

- By majority vote of the Board when noticed as a meeting agenda item.
- By declaration of the Board President, or if the President is unavailable another member of the Board, in consultation with the Superintendent, when a significant event beyond the Board's control renders attendance at the meeting unsafe or unreasonable in light of the circumstance, such as:
 - Significantly inclement weather conditions, or

- A local, state, or national emergency of a magnitude it intervenes to the extent that convening of the meeting is inadvisable.
- When the absence of a quorum of the Board will render the meeting impermissible.

Every regular meeting of the Board shall be open to the public, and the Board shall meet at the most convenient public facility in the District. If a public facility is not available within the District, the Board may meet at any available public facility convenient to all Board members, regardless of the county or school district in which the facility is located.

Special Board Meetings

Special meetings may be called whenever deemed necessary. Written or telephoned notice of all special meetings shall be given to the members of the Board at least twenty-four (24) hours prior to the time stated for the meeting to convene. Said notice shall indicate the purpose of the special meeting. No business other than the matters specified in the notice shall be transacted at such meeting.

Adopted: ~~June 10, 2014~~, [March 14, 2017](#)

LEGAL REF.:

A.R.S.

15-321

15-843

38-431 *et seq.*

A.G.O.

179-45

CROSS REF.:

BEC - Executive Sessions/Open Meetings

BEDA - Notification of Board Meetings

BEDB - Agenda

BEDC - Quorum

BEDB © AGENDA

The agenda shall list the specific matters to be discussed, considered or decided at the meeting. The Governing Board may discuss, consider or make decisions only on matters listed on the agenda and other matters related thereto. (*Subject to A.R.S. 38-431.02*)

Unless changed by a majority vote of Board members present at a meeting, the order of business shall be as follows:

Regular meetings: [see Exhibit BEDB-E.](#)

- ~~● Call to order~~
- ~~● Adoption of the agenda (discussion of items is not in order)~~
- ~~● Pledge of allegiance~~
- ~~● Board Meeting minutes not previously approved~~
- ~~● Information only items (Items to be heard only; the Board will not propose, discuss, or take legal action during the meeting unless the specific matter is properly noticed for legal action.)~~
 - ~~■ Summary of current events~~
 - ~~⇒ Superintendent~~
 - ~~◆ Celebrations and recognitions~~
 - ~~⇒ Governing Board members~~
- ~~● Public comments (members of the Governing Board shall not discuss or take legal action on matters raised during an open call to the public unless the matters are properly noticed for discussion and legal action)~~
- ~~● Action items (Matters on which the Governing Board may take legal action during the meeting)~~
 - ~~■ Consent agenda items (When so presented, should fully describe the matters on the agenda and inform the public where more information can be obtained)~~
 - ~~■ Specific items of District business (as listed for consideration, may include various categorical areas as the business of the District necessitates Board discussion, deliberation, and action)~~

~~● Information and Discussion items (Matters about which the Board may engage in discussion but will take no action during the meeting)~~

~~● Information items (The Board will not propose, discuss, or take legal action during the meeting)~~

~~■ Requests for future agenda items~~

~~● Adjournment~~

Special meetings:

~~● Call to order~~

~~● Items for which the special meeting was called (May include timely action, discussion, and information items as conditioned for regular meetings)~~

~~● Announcements~~

~~● Adjournment~~

Executive sessions:

● An executive session may be scheduled, as necessary, during either a regular or special meeting. (See *Arizona Attorney General Agency Handbook Section 7.6.7*)

■ When an executive session is to be held, the notice must state the specific provision of law authorizing the executive session.

■ The Board may vote to hold an executive session for the purpose of obtaining legal advice from the Board's attorney on any matter listed on the agenda pursuant to A.R.S. 38-431.03(A)(3).

Emergency meetings

In the case of an actual emergency, the Governing Board, after giving such notice as is appropriate to the circumstances, may act on an emergency matter or call an emergency meeting in accordance with the requirements set out in A.R.S. 38-431.02. The emergency meeting shall follow the order of business for a special meeting. An emergency meeting shall be subsequently followed by the posting of a public notice within twenty-four (24) hours declaring that an emergency session has been held and setting forth the information specified by 38-431.02. Chapter 7 of the Arizona Agency Handbook shall be consulted for guidance when an emergency action or meeting is being considered.

Accommodations for the Disabled

Persons with a disability may request a reasonable accommodation, such as a sign language interpreter, by contacting [*name of designated agency contact person*] at [*telephone number and TDD telephone number*]. Requests should be made as early as possible to allow time to arrange the accommodation.

Adopted: ~~date of Manual adoption,~~ March 14, 2017

LEGAL REF.:

A.R.S.

38-431

38-431.01

38-431.02

38-431.03

CROSS REF.:

BDB - Board Officers

BEC - Executive Sessions/Open Meetings

BEDB-E

EXHIBIT

AGENDA

(Regular Meetings)

Unless changed by a majority vote of Board members present at a meeting, the order of business shall be as follows for the Lake Havasu Unified School District #1:

Regular meetings:

- Routine opening of meeting
 - Call to order
 - Roll call
 - Call for executive session (if necessary)
 - Pledge of Allegiance
 - Moment of silence
 - ~~Recognition~~
- Call to public
- Recognition
- Approval of consent calendar
 - Approval of Minutes
 - Approval of Modification of Agenda
 - Personal Report
 - Specific items of District business
 - ~~Approval of Vouchers, Student Activity Funds~~
 - Acceptance of Gifts and Donations
 - Other Annual Requirements
- Old business
- New business
- Informational reports
 - Summary of current events
 - Superintendent
 - Board ~~president officer~~
 - Directors
- Call to public
- Suggestions for future agenda items
- Communications
- News conference
- Adjournment

BEDD © RULES OF ORDER

The Board generally prescribes Robert's Rules of Order rules for its meetings as follows:

- It shall hold a regular meeting at least once each month during the regular school year and may hold other meetings as often as called.
- Each action item shall require a motion, and all motions shall require seconding.
- The President may make or second motions, and may vote on all motions.
- A motion to adjourn is in order at any time. Such a motion shall require a second and a majority vote. No discussion is in order.
- A motion to table is in order at any time. Such a motion requires a second and is limited to being considered only once on any given agenda item. No discussion is in order.
- Rules of order may be subject to suspension only upon a majority vote of the members of the Board present at a meeting.

Adopted: ~~date of Manual adoption;~~ March 14, 2017

LEGAL REF.:

A.R.S.
15-321
15-341

CROSS REF.:

BED - Meeting Procedures/Bylaws
BEDA - Notification of Board Meetings
BEDB - Agenda
BEDBA - Agenda Preparation and Dissemination
BEDC - Quorum
BEDF - Voting Method
BEDG - Minutes
BEDH - Public Participation at Board Meetings
BGF - Suspension/Repeal of Policy