

MEETINGS

0161 Rules of Order

The parliamentary authority governing the Board of Education shall be guided by Robert's Rules of Order, Newly Revised, as defined in Chapter XVI, "Boards and Committees" so long as it is not inconsistent with statute, administrative code, or these bylaws.

0162 Quorum

Five (5) members present at a meeting shall constitute a quorum, and no business shall be conducted in the absence of a quorum.

0163 Presiding Officer

The President shall preside at all meetings of the Board. In the absence, of the President or his/her inability to act, the Vice-President shall act instead. If neither person is available, any member shall be designated by a plurality of those present to preside at the meeting.

0164 Call

0164.1 Regular Meetings

The Board shall hold a meeting at least once each month on a date and at a time and place determined annually by a resolution of the Board.

The Superintendent and those administrators directed by the Superintendent shall attend all meetings, when feasible. Administrative participation shall be by professional counsel, guidance, and recommendation – as distinct from Board members, deliberation, debate, and voting.

0164.2 Special Meetings

Special meetings of the Board may be called by the President or upon the filing of a written request with the Clerk signed by a majority of the School Board members.

0165 Notice

0165.1 Regular Meetings

Public notice of all meetings shall be given pursuant to statute. The Board shall post at the Board office and in other locations considered appropriate by the Board, a notice listing the date, time, place, and subject matter of each regularly-scheduled meeting of the Board, including subjects intended for the consideration at any closed session, in the form which is reasonably likely to inform members of the public and the news media. The notice shall contain the name and address of the District and its telephone number. The notice shall be given at least twenty-four (24) hours prior to the meeting unless for good cause such notice is impractical, but in no case may the notice be less than two (2) hours in advance of the meeting.

The notice shall also contain the following statement:

"Upon request to the Superintendent, submitted twenty-four (24) hours in advance, the District shall make reasonable accommodation including the provision of informational material in alternative format for a disabled person to be able to attend this meeting."

The notice shall be given to the Ozaukee Press and, upon the written request, to an individual, organization, firm, or corporation. The news media shall be entitled to receive, at their request, copies of, such notices free of charge.

0165.2 Change of Regular Meetings Notice

If the Board changes the date, time, or place of a regularly-scheduled meeting, the meeting notice shall state the date, time, place, and subject matter of the rescheduled meeting, as well as the name and address of the District. Said notice shall be posted on the front door of the Administrative Office Building and such places as the Board may determine. Said notice shall be posted at least twenty-four (24) hours before the rescheduled meeting, unless for good cause at least two (2) hours prior to the meeting.

0165.3 Special Meetings Notice

Special Board meeting notices shall state the date, time, place, and subject matter of such special meeting, as well as the name and address of the District. A notice of any special meeting shall be posted at least twenty-four (24) hours before said special meeting at the Board office and such other places as the Board may determine. A copy of said notice shall be served upon each member of the Board by personal delivery to the member's residence or by first-class mail at least twenty-four (24) hours prior to the meeting. A special

meeting may be held without prior Board member notice if all Board members are present and consent.

0166 Agenda

The Superintendent, after consultation with the School Board President, shall prepare and submit to each Board member a written agenda prior to each regular meeting and each special meeting, unless otherwise directed by the Board. The agenda shall list the various matters to come before the Board and shall serve as a guide for the order of procedure for the meeting. Individual Board members may include items on the agenda upon the concurrence of the Board President. Each regular Board meeting agenda will provide a time for public participation during the meeting as indicated in the agenda.

The agenda for each regular meeting shall be mailed, delivered, or sent via email to each Board member so as to provide proper time for the member to study the agenda. Generally, each Board member shall receive the agenda at least three (3) days prior to the meeting. The agenda for a special meeting shall be emailed or delivered at least twenty-four (24) hours before the meeting, consistent with provisions calling for special meetings.

The Board shall transact business according to the agenda prepared by the Superintendent and submitted to all Board members in advance of the meeting. The order of business may be altered by a majority vote of the members present. The Board shall not discuss or act upon any item of business not included on the noticed agenda. The Board may discuss matters raised by the public during the public participation portion of the meeting, provided such period of public comment was included on the meeting agenda notice.

0166.1 Consent Agenda

The Board of Education may use a consent agenda to keep routine matters within a reasonable time frame.

The following routine business items may be included in a single resolution for consideration by the Board.

- A. minutes of prior meetings
- B. bills for payment
- C. resolutions and actions that require annual adoption, such as bank depositories

A member of the Board may request any item to be removed from the consent agenda and defer it for a specific action and more discussion. No vote of the Board will be required to remove an item from the consent agenda. A single member's request shall cause it to be relocated-as an action item eligible for discussion. Any item on the consent agenda may be removed and discussed as a non-action, item or be deferred for further study and discussion at a subsequent Board meeting if the Superintendent or any Board member thinks the item requires further discussion.

0167 Conduct

0167.1 Voting

All regular and special meetings of the Board at which the Board is authorized to perform business shall be conducted in public. No act shall be valid unless a quorum of the Board is present and approved at a meeting of the Board by a majority vote of that quorum serving on the Board, and a proper record made of the vote. Meetings of the Board shall be public and no person shall be denied admission.

Any Board member's decision to abstain shall be recorded and be deemed to acquiesce in the action taken by the majority. In situations in which there is a tie vote and the abstention represents the deciding vote, the motion shall fail for lack of a majority.

All actions requiring a vote may be conducted by voice, show of hands, or roll call provided that the vote of each member be recorded. Proxy voting shall not be permitted. Any member of the Board may request a roll call vote.

0167.2 Closed Session

All meetings of the Board and its committees will be open to the public except that such meetings may be convened in closed session for specific purposes outlined in state law.

Each closed session requires a majority roll call vote of the Board members present.

The presiding officer shall announce the nature of the closed session and the specific section of the law that allows for the closed session.

No business other than that stated in the public notice may be conducted at a closed session. The Board may not reconvene its regular or special meeting after a closed session, within twelve (12) hours, unless public notice of the

reconvened meeting was part of the public notice of its regular or special meeting.

In keeping with the confidential nature of closed sessions, no member of the Board shall disclose to anyone the content of discussions that take place during such sessions.

0167.3 Public Participation at Board Meetings

The Board of Education recognizes the value of public comment on educational issues and the importance of allowing members of the public to express themselves on District matters. Any person may request of the Superintendent or Board President that an item be placed on the agenda prior to official posting. The request shall include:

- A. name and address of the participant;
- B. group affiliation, if and when appropriate;
- C. topic to be addressed.

To permit fair and orderly public expression, the Board shall provide a period for public participation at every regular meeting of the Board and may state rules to govern such participation in Board meetings.

The presiding officer of each Board meeting at which public participation is permitted shall administer the rules of the Board for its conduct.

The presiding officer shall be guided by the following rules:

- A. All individuals who comment during the public comment period are reminded that the information provided this evening is intended to provide information to the Board so that it can fulfill its role. In that vein, all parties are reminded that all information offered be truthful and honest. False statements or stigmatizing charges may subject the individual making such statements to legal repercussions, including, but not limited to, defamation claims.
- B. Comments that identify students shall be subject to the Wisconsin pupil records law and FERPA. As such, student information that is not directory data as designated by the board, for example individual

student behavioral or progress records, shall not be discussed in this forum. Comments that identify personnel are subject to the applicable personnel records state statutes. The Board may inform the speaker that his/her comments are not permitted if in the opinion of the Board it is not subject to release under the above applicable standards.

- C. Public participation may be permitted as indicated on the order of business, before the Board takes official action on any issue of substance, or at the discretion of the presiding officer.
- D. Attendees may register their intention to participate in the public portion of the meeting upon their arrival at the meeting.
- E. Participants must be recognized by the presiding officer and will be requested to preface their comments by an announcement of their name and address.
- F. Each statement made by a participant may be limited to three (3) minutes duration.
- G. Participants may speak more than once on the same topic if all others who wish to speak on that topic have been heard.
- H. Participants shall direct all comments to the Board, not to individual Board members.
- I. The presiding officer may:
 - 1. interrupt, warn, or terminate a participant's statement when the statement is too lengthy, personally directed, abusive, obscene, or irrelevant;
 - 2. request any individual to leave the meeting when that person does not observe reasonable decorum.
- J. Tape or video recordings are permitted, providing the person operating the recorder has contacted the Superintendent prior to the Board meeting to review possible placement of the equipment, and agrees to abide by the following conditions:

1. no obstructions are created between the Board and the audience.
2. no interviews are conducted in the meeting room while the Board is in session.
3. no commentary, adjustment of equipment, or positioning of operators is made that would distract either the Board or members of the audience while the Board is in session.

0167.4 Board Internet and Computer Use

Refer to Board Policy 3900.

0168 Board Minutes

The Clerk, or a temporary clerk appointed by the presiding officer, shall designate a person to keep minutes of each meeting showing the date, time, place, members present, members absent, any decisions made at a meeting open to the public, and the purpose or purposes for which a closed session is called. The minutes shall also show action taken and if requested, remarks of Board members, administration, and/or citizens present. These minutes must be approved by the Board and endorsed by the Clerk at the next regular meeting. The minutes shall include all votes taken at the meeting.

Proceedings of each meeting shall be published as a Class 1 notice within forty-five (45) days of the meeting. There will also be a detailed record of all receipts and expenditures available for inspection at each regular Board meeting and upon written request.

The minutes shall be available for inspection at the Superintendent's office and posted on the District website after approved by the Board.

The official minutes shall be bound together by years and kept in the office of the Board of Education.

Minutes of the preceding meetings shall be approved by the Board at its next regular meeting.

Legal reference:

Sections 19.21, 19.36(10), 19.81, 19.83, 19.83(2), 19.84, 19.85, 19.88, 19.9065.90(5), 118.22(2), 118.24(6), 120.11, 120.11(4), 120.11(1), 120.11(2), 120.17(3), 120.43, 120.43(4), 120.44(2), Wis. Stats.

Cross reference:

Bylaw 0131.1 – Bylaws and Policies

Bylaw 0144.2 – Absence

Bylaw 0144.3 – Code of Ethical Conduct

Bylaw 0152 – Committees
Bylaw 0171.1 – President
Bylaw 0171.2 – Vice President
Bylaw 0171.3 - Clerk
Board Policy 8310 – Public Records

Revised 12/13/04; 8/24/09; 2/09/15; 3/17/15

The Port Washington-Saukville School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies: Director of Special Services, Port Washington-Saukville School District, 100 W. Monroe Street, Port Washington, WI 53074 - Duane.Woelfel@pwssd.k12.wi.us