

Board Policy: NOTICE AND CONDUCT OF MEETINGS; DECORUM AND ORDER FOR
BOARD OF EDUCATION MEETINGS

1. PURPOSE:

This policy outlines the manner in which all meetings of the Wirt County Board of Education (WCBOE) will be noticed to the public. This policy also delineates the order in which meetings of the WCBOE will be conducted.

2. DEFINITIONS:

21 **Regular Meeting**. The Board shall establish Regular Meeting schedules during its organizational meetings, conducted in accordance with the provisions of West Virginia Code § 18-5-1c. The agenda for all Regular Meetings shall be established by the Board President in consultation with the Superintendent.

22 **Special Meeting**. A Special Meeting of the Board may be called by the President of the Board or three members of the Board. All Special Meetings must be attended with a statement of purpose. Emergency meetings, requiring immediate official action, shall be considered Special Meetings. However, the notice requirements for Special Meetings need not be fully observed in convening emergency meetings. A statement of the nature of the emergency shall be reflected in the minutes of an emergency meeting.

23 **Statutory Meeting**. Any meeting that is required by statute. The same procedures that are observed in providing notice of Special Meetings shall be observed in providing notice of Statutory Meetings.

3. MEETINGS

31 The WCBOE shall meet at the Wirt County High School or a place convenient to the people of the county.

32 Special and emergency meetings may be called by the president or any three members, but no business shall be transacted other than that designated in the call.

33 Notice of all regular, special and emergency meetings shall be given through the regular public information services – including newspapers of the county, county website – at least three business days in advance of all regular meetings, and a reasonable time in advance of all special and emergency meetings. Notices of all meetings shall also be posted on the Wirt County Schools website and at the Board office.

34 The notice given of any meeting shall include the time, date and place it is to be convened; the notice given of any special or emergency meetings shall also include a statement of its purpose including the facts and circumstances of the emergency.

35 The public and press may secure copies of the agenda of any regular meeting at the Superintendent's office for three workdays immediately preceding the scheduled Board meeting between the hours of 2:00 p.m. and 4:00 p.m. Agendas for special and emergency meetings shall be available to the public on the day of the scheduled meeting, before such meeting is convened.

36 The minutes of the WCBOE will be open to inspection by any member of the public and made available within a reasonable period of time following the meeting as provided by W. Va. Code §29B-1-1 et seq.

37 All meetings must be open to the public, although the WCBOE may, either on its own initiative or upon the request of an interested party, hold an executive session during a regular, special or emergency meeting after its presiding officer has identified the authorization under W. Va. Code §6-9A, for the holding of such executive session and has presented it to the governing body and to the general public, as required by W. Va. Code §6-9A-4.

38 Although inquiry, consultation and discussion may be held in an executive session, no decisions (as defined in W. Va. Code §6-9A-2) may be made in an executive session.

39 Supplemental agendas are to be utilized only in extreme need situations. Notice of amendments to regular meeting agendas shall be provided at least two business days in advance of the meeting

4.0 **CONDUCT OF MEETINGS.**

- 4.1 Meetings of the WCBOE are conducted in accordance with the latest version of Robert's Rules of Order, *Newly Revised, Informal Procedures for Small Boards*, unless otherwise provided for herein for the purpose of addressing school system business. A quorum, consisting of a majority of the members, shall be required to transact official business. The president shall not be prohibited from making or seconding motions. The superintendent or her designee shall serve as parliamentarian. These meetings are, by statute, open to the public, and the public may choose to participate in this public forum to present questions, problems, ideas, philosophies, solutions, etc.
- 4.2 With the exception of statutory requirements to the contrary (i.e., hearings on school closings or consolidations, public hearing on budget matters) and with the exception of hearings concerning personnel matters such as potential suspension or termination hearings, whenever unusual and unavoidable circumstances prevent a member(s) of the WCBOE from being physically present at a WCBOE meeting, that individual(s) may officially participate electronically via telephone, video conferencing or other electronic means.
 - 4.2.1 The public must be given notice of the meeting, a public place must be provided for those who wish to attend, those members participating by electronic means must be audible to all of those personally present at the announced meeting site and minutes of the meeting must be kept.
 - 4.2.2 The voice or the image of the absentee participant(s) must be identifiable by other members.
 - 4.2.3 At least three WCBOE members must be physically present at the site of the publicly announced meeting and there must be a quorum for business to be conducted. All members shall receive compensation in accordance with WVA Code §18-5-4, as amended.

- 4.2.4 No more than two WCBOE members at a time may participate electronically.
- 4.2.5 If, in the opinion of a majority of the WCBOE, any member consistently abuses the privilege of absentee participation, the WCBOE may, by appropriate Board action, revoke that member's right to participate via telephone, video conferencing or other electronic means for such a period as is approved by a majority of the WCBOE in its action taken as long as the member has been given advanced notice of the withdrawal of the privilege.
- 4.3 Public meetings are subject to enforceable rules of conduct to ensure an atmosphere free from personal animosity and hostility.
- 4.4 All persons shall observe rules of decorum while in attendance at WCBOE meetings:
- (a) All remarks shall be addressed to the Board as a body and not to a single member.
 - (b) No person, other than the person having the floor, shall be permitted to enter into any discussion without the permission of the presiding officer.
 - (c) All persons shall refrain from abusive conduct, personal charges or verbal attacks upon the character, motives, ethics or morals of members of the Board, Board employees or the public or other personal comments not relative to the issues before the body.
 - (d) All persons shall exercise tolerance of all views expressed at public meetings.
 - (e) All persons shall listen courteously and attentively to all public discussion at Board meetings and avoid interrupting other speakers, except as permitted by established Rules of Order.
 - (f) No member of the public shall approach the Board table while the meeting is in session unless the presiding officer gives permission to do so.
 - (g) Citizens may sign up to speak before the Board up until five (5) minutes prior to the beginning of the meeting.
- 4.5 Board meetings are not the forums in which to make personal attacks. Difficulties of this nature should be settled between the persons at variance in accord with accepted common rules of etiquette. It is the intent of this body to ensure that users of this forum enjoy a congenial, friendly and respectful environment.
- 4.6 In view of the great number of items of business that must be handled at Board meetings and in order to have ample time to give full consideration to all items of business on the agenda, the WCBOE has found it necessary to set forth the following regulations to accommodate persons or delegations with requests:
- (a) Such persons or delegations should go through designated channels for a solution to problems before coming before the WCBOE. For this purpose, designated channels in the order of responsibility are: teacher, principal, school supervisor or department head, associate superintendent and superintendent. For a non-school related situation, first contact should be made with the WCBOE office.

- (a) Persons or delegations desiring to come before the Board shall register to address the Board no less than five minutes prior to the time of a Board meeting (W. Va. Code §6-9A-3). Notice of all audiences scheduled shall, if possible, be included on the agenda delivered to members of the Board by the Superintendent.
- (b) The time allotted to each person/delegation appearing before the Board shall be limited to five (5) minutes, unless otherwise designated by the Board. Delegations are encouraged to use a spokesperson to present their concerns or proposals. The Board, after hearing the person or spokesperson for the delegation, may not wish to respond immediately, but to take the matter under consideration.

5.0 SEVERABILITY

If any provision of this policy or application thereof to any person or circumstance is held invalid, such invalidity shall not affect other provisions or applications of this policy. Any changes or modifications due to legislative or state policy change may cause a modification to this policy by the superintendent.

Review Schedule: The policy will be reviewed in accordance with the policy review schedule published by the superintendent.

Authority: §§18-5-1c, 29B-1-1, 6-9A, 6-9A-2-4, 18-5-4

Replaces Policy: BC-R 2009; KCA-R August 9, 1999; BCBI-R April 10, 2000