

District Policy & Regulations

BOARD OF EDUCATION COLUMBUS SCHOOL DISTRICT

BYLAWS
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MEETINGS

- 0161 **Parliamentary Authority**
The parliamentary authority governing the Board of Education shall be Robert's Rules of Order, Newly Revised, as defined in Chapter XVI, "Boards and Committees" in all cases in which it is not inconsistent with statute, administrative code, or these bylaws and policies, or the rules of order of this Board.
- 0162 **Quorum**
Four (4) members present at a regular or special meeting shall constitute a quorum, and no business shall be conducted in the absence of a quorum with the exception of filling vacancies by appointment if there are less than four (4) remaining members of the Board.
120.11(1), 17.26(1) Wis. Statutes
- 0163 **Presiding Officer**
The President shall preside at all meetings of the Board. In the absence, disability, or disqualification of the President, the Vice-President shall act instead; if neither person is available, any member shall be designated by a majority of those present to preside. The act of any person so designated shall be legal and binding.
120.11, 120.15 Wis. Stats.
- 0164 **Call**
- 0164.1 **Regular Meetings**
The Board shall meet on the second and fourth Monday of each month to transact items of business and to consider its broad policies for the governing of school affairs. Exceptions to the regular meeting schedule shall be determined by the Board.
- All regular meetings shall begin at 7:00 p.m. unless otherwise voted by the Board. Also, no action items shall be considered by the Board after 10:00 p.m. unless approved for consideration by a majority of the Board members present at the meeting.
- 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 deliberation, debate, and voting of Board members.

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120.11 Wis. Statutes
Cross Ref: 0165, Notice

0164.2

Special Meetings

Special meetings of the Board shall be called by the written request of any member of the Board. Public notice and notice to Board members shall be provided as required by state law.

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 deliberation, debate, and voting of Board members.

120.11 (2) Wis. Statutes

0165

Notice

0165.1

Meetings of the Board of Education

Public notice of all meetings shall be given pursuant to statute. The Board shall cause to be posted 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 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 impossible or impractical, but in no case may the notice be less than two (2) hours in advance of the meeting.

19.84 Wis. Stats.

The notice shall be given to the Columbus Journal 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.

0166

Agenda

The Superintendent, in cooperation with the 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.

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The agenda of the regular monthly meeting or special meetings shall be accompanied by a report from the Superintendent on information relating to the District with such recommendations as s/he shall make.

The agenda for each regular meeting shall be mailed or delivered to each Board member not less than twenty-four (24) hours prior to the meeting.

The Board shall transact business according to the agenda submitted to all Board members in advance of the meeting.

0167

Conduct

0167.1

Voting (Except as provided in 0167.2)

All regular and those 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 approved at a meeting of the Board by a majority of those voting at a meeting when there is a quorum present and a proper record made of the vote.

19.83 Wis. Stats.

Any Board member's decision to abstain shall be recorded.

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

For amendment of the annual budget, a two-thirds vote of the entire membership of the Board is required. No teacher or administrator may be employed or dismissed except by a majority vote of the full membership of the Board.

19.88, 65, 90(5)(a), 118.22(2), 118.24(6) Wis. Statutes

0167.2

Closed Session

The Board may meet in a closed session, one closed to the public, for purposes and in accordance with procedures as specified in Wisconsin Statutes.

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

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No other 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 and/or action that take place during such sessions.

19.85 Wis. Statutes

0168

Public Participation at Board Meetings

The Board, as a representative body of the District, wishes to provide an avenue for any citizen to express his/her interest in and concerns for the schools. Accordingly, the public is cordially invited to attend any of the regular or special sessions of the Board, excepting Closed Sessions.

Meetings of the Board are conducted for the purpose of carrying on the business of the schools, and therefore, are not public meetings, but meetings held in public.

Because the Board desires to hear the viewpoints of citizens throughout the District, it will schedule one (1) or more periods during each meeting for public participation. It may set a time limit on the length of this period and/or a time limit for individual speakers.

Comments and questions at a regular meeting may deal with any topic related to the Board's conduct of the schools. Comments at special meetings must be related to the call of the meeting. Discussion or comment by the Board may be made on these issues if public notice regarding the period of public comment has been provided in accordance with state law. The Board shall not act upon any item of business not included in the public notice of the meeting.

In order that the Board may fairly and adequately discharge its overall responsibility, citizens who wish to make requests, representations, or proposals to the Board are requested to attempt to direct these to the Superintendent, who will deal with them directly if possible, or see that they become part of the Board's advance agenda. The intent of the rule is:

- A. to allow everyone who wishes it, a fair and adequate hearing;
- B. to allow the Superintendent to take direct action, or to recommend action to the Board, when policies have already been established by the Board;

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- C. to minimize the possibility of the Board's making ill-advised, illegal, or improper ruling due to hasty action in the absence of adequate information and study, especially when a policy does not exist, a change in the policy is proposed, or an exception to policy is specifically requested.

Agenda Item

Any person or group wishing to place an item on the agenda shall register their intent with the Superintendent and include the topic to be addressed.

Such requests shall be subject to the approval of the Board President.

Public Participation Section of the Meeting

To permit fair and orderly public expression, the Board shall provide a period for public participation at every regular meeting of the Board.

The presiding officer shall be guided by the following rules:

- A. Public participation shall be permitted as indicated on the order of business.
- B. Attendees must register their intention to participate in the public portion of the meeting upon their arrival at the meeting.
- C. Participants must be recognized by the presiding officer and will be requested to preface their comments by an announcement of their name, address, and group affiliation, if and when appropriate.
- D. Each statement made by a participant shall be limited to three (3) minutes duration.
- E. No participant may speak more than once on the same topic.
- F. All statements should be directed to the Board and the presiding officer; no person may address or question Board members individually.
- G. The presiding officer may:
 - 1. interrupt, warn, or terminate a participant's statement when the statement is too lengthy, abusive, obscene, or irrelevant;
 - 2. request any individual to leave the meeting when that person does not observe reasonable decorum;
 - 3. request the assistance of law enforcement officers in the removal of a disorderly person when that person's conduct interferes with the orderly progress of the meeting;
 - 4. call for a recess or an adjournment to another time when the lack of public decorum so interferes with the orderly conduct of the meeting as to warrant such action;
 - 5. waive these rules with the approval of the Board when necessary for the protection of privacy or the administration of the Board's business.

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- H. The portion of the meeting during which the participation of the public is invited shall not exceed thirty (30) minutes unless extended at the discretion of the presiding officer with approval of the Board.

19.83(2), 19.84(2) Wis. Statutes

0169

Minutes

0169.1

Open Meeting

The Clerk, or Board Secretary, will keep minutes of each meeting showing the date, time, place, members present, members absent, any decisions made, and the purpose or purposes for which a closed session is called. These minutes must be approved by the Board and endorsed by the President and 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 I notice, under Ch. 985, in a newspaper published in the school district, if any, or publicized by school district-wide distribution prepared and directed by the school board and paid out of school funds. If there is no daily newspaper published in the school district, the proceedings shall be posted or published in the Columbus Journal within forty-five (45) days of the meeting. The notice shall also contain a listing of receipts and expenditures in the aggregate. There will also be a detailed record of all receipts and expenditures available for inspection at each regular first Board meeting of the month and upon request. 120.11 (4)

The minutes shall be available for inspection at the Superintendent's office and shall be available pursuant to public records policy 8310.

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.

120.11 (4) Wis. Statutes

19.21

19.88

Adopted: 06/09/98

Revised: 03/20/00, 10/23/00, 06/14/01, 03/25/02, 12/08/03, 02/07/07