

MEETINGS

Parliamentary Authority

In general, the Board shall use parliamentary procedure in all cases in which it is not inconsistent with statute, administrative code, or these bylaws, or the rules of order of the Board.

Quorum

Three (3) members present at a meeting shall constitute a quorum, and no business shall be conducted in the absence of a quorum.

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 in his/her stead; if neither person is available, any member shall be designated by a plurality of those present to preside. The act of any person so designated shall be legal and binding.

Regular Meetings

The Board shall hold meetings as determined annually by a resolution of the Board. All meetings shall be scheduled and conducted in compliance with the Indiana Open Door law and other related state statutes.

Special Meetings

Special meetings may be held at any time on the call of the President of the Board, or the Superintendent, or by at least two (2) Board members. All meetings shall be scheduled and conducted in compliance with the Indiana Open Door law and other related state statutes. Reasonable notice must be given for a special meeting and notice of the meeting may be given by telephone, mail, or personal contact.

Executive Session

Executive meetings shall be held only for the purpose set forth in the Indiana Open Door law. In keeping with the confidential nature of executive sessions, no member of the Board shall disclose the content of discussions that take place during such sessions.

Agenda

An agenda for each meeting will be prepared by the Superintendent in consultation with the Board President. A copy of the agenda will be mailed or delivered to Board members. Anyone desiring to address the Board, or to bring matters before it, other than Board members, should arrange in advance with the Superintendent of Schools to have the matter placed on the agenda.

Voting

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 vote of the members of the board and a proper record made of the vote. Meetings of the Board shall be public.

(I.C.5-14-1.5)

Abstentions shall not be counted as votes, but shall be recorded and are deemed to acquiesce in the outcome of the vote.

In case of a tie vote in which an abstention is involved, the motion shall fail for lack of a majority.

The president may vote on all motions.

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 may request that the Board be polled.

Minutes

Records of all Board actions shall be set forth in the official minutes of the Board meeting. The minutes shall be kept on file as the permanent school records of school legislation of the corporation. The Superintendent shall act as custodian of the minutes and shall make them available to any citizens wanting to examine them during usual office hours. Minutes must be approved by the Board and endorsed by individual Board members.

Public Participation and Board Meetings

Meeting of the Board shall be open to the public. Citizens who wish to present any matter of concern to the Board shall make a written request to the Superintendent's office five days prior to the Board meeting. However, the Board may give citizens who have not presented a written request the opportunity to present concerns to the Board. The President shall recognize and allot the citizen appropriate time to present his/her concern.