

CHAPTER 2.00 - SCHOOL BOARD GOVERNANCE AND ORGANIZATION

BOARD MEETINGS

2.22

All Barbour County Board of Education meetings shall be open to the public, and all informal meetings and conferences involving Barbour County Board of Education members shall be conducted as public meetings unless specifically exempted by Alabama Statutes. The Barbour County Board of Education may take no official action at any time other than an official meeting.

- I. Regular Barbour County Board of Education meetings shall be established at the organizational meeting held in November. The regular meeting date may be changed by Barbour County Board of Education action at any previous meeting provided that each member is notified by letter or by distribution of the minutes showing a record of the change. When a meeting date is changed, the Superintendent shall take appropriate action to inform the public.
 - A. Special meetings shall be held at the time designated by the Superintendent, Barbour County Board of Education President, or when called by a majority of the Board members as specified in written notice.
 - B. Emergency meetings may be held at any time by the Superintendent, either upon his/her initiative or upon the Board President's request. An emergency meeting may be called and the public shall be notified. Barbour County Board of Education members shall be given a tentative agenda during the notification.
 1. The Superintendent shall prepare and distribute an agenda prior to the emergency meeting.
 2. The agenda, the need for the emergency meeting, and the results of the emergency meeting shall be available to the public.
 3. Emergency meetings shall be conducted in the same manner as prescribed for regular and special meetings.
- II. Regular, special, and emergency meetings of the Barbour County Board of Education shall be held in the regular Board meeting room, unless changed in the manner prescribed herein. Any regular or special meeting may be held at any other appropriate public place within the system by giving prior public notice.
- III. All Barbour County Board of Education meetings shall be conducted in accordance with the latest edition of *Robert's Rules of Order*. A majority of the Board shall constitute a quorum for the transaction of business. An official act of the Board shall require a majority vote of the total membership.

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- IV. Any item to be placed on the agenda of a regular Barbour County Board of Education meeting shall be submitted in writing to the Superintendent's office no later than four o'clock (4:00 p.m.), five (5) working days prior to the meeting at which consideration is desired. This rule shall not preclude the right of any citizen to address the Barbour County Board of Education; however, except for good cause as provided herein, the Barbour County Board of Education shall not take action on any substantive proposal until such matter has been formally placed on the Barbour County Board of Education agenda. Copies of the agenda for regular meetings shall be made available at least three (3) calendar days prior to the scheduled meeting date to the public or other parties who have expressed a desire for such copy of the agenda. Copies of the agenda for a special meeting shall be prepared.
- A. Any person or group desiring to be placed on the agenda shall file with the Superintendent, by twelve o'clock (12:00) noon at least five (5) working days prior to a meeting, a request to be placed thereon. Such request shall contain the following information:
 - B. The name and address of the person making the request;
 - C. The organization or group, if any, represented;
 - D. Content of the information to be presented - if written material is to be passed out, a copy of such material shall accompany the request;
 - E. An estimate of the time necessary for such a discussion;
 - F. Specific action desired of the Board.

The Board may, by a majority vote, have an item placed on the agenda which did not meet the time deadlines.

Any charges to be made against an individual shall be in affidavit form. If any information is to be presented in the form of a statement that might be considered derogatory or of a serious nature, such shall be presented in writing.

- V. A majority shall constitute a quorum for any Barbour County Board of Education meeting. Unless a majority is present, no meeting can be convened.
- VI. The official minutes of the Barbour County Board of Education shall be kept as prescribed by Alabama statutes. The minutes shall be kept in a safe place by the Superintendent and shall be made available by the Superintendent during the time the office is open to any citizen desiring to examine the minutes.

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Only motions, resolutions, and the necessary information related thereto; the name of the person making the motion or submitting the resolution; the name of the person who seconds the motion; and the vote or action thereon shall be recorded.

- VII. The Board may vote in a legally called meeting and, upon approval of the majority of the whole Board, may hold executive sessions for specific purposes. Such purposes shall be limited to those involving the character or good name of a woman or man or pending litigation in which the Board is a party. Executive sessions shall be attended only by members of the Board, the Superintendent, counsel if necessary, and persons necessary to ensure due process for the individual discussion. All matters discussed by the Board in executive session shall be regarded as confidential by all persons in attendance and shall not be divulged to the public. No minutes shall be kept of executive session discussions. Nothing having the effect of regulation, policy or official action of any kind shall be decided in executive session.
- VIII. There shall be no representation by proxy of any Board member.

STATUTORY AUTHORITY:

**CODE OF ALABAMA
16-1-30**

LAW(S) IMPLEMENTED:

**CODE OF ALABAMA
16-8-3, 16-8-4, 16-8-8, 16-13-140,
13A-14-2, 36-12-2, 41-13-1**

ALABAMA ADMINISTRATIVE PROCEDURE ACT: _____

HISTORY:

**ADOPTED: JULY 1, 2008
REVISION DATE(S): _____
FORMERLY: BCA, BC, BCBA, BCBB,
BCBC, BCBD, BCBF, BCBFA,
BCBG, BCBH, BCBI, BCBK**