

BOARD MEETING PROCEDURES

AGENDA

The Superintendent shall prepare an agenda and mail it to the Board members at least five (5) days prior to regular meetings. The agenda will also be sent to every school, bus garage, and local newspaper. The agenda for emergency or special Board meetings will, as a minimum be posted at the Board of Education office. Items of business may be suggested by Board members or the Superintendent. Business items shall be submitted in writing to the Superintendent. Business items shall be submitted in writing to the Superintendent no later than 4 p.m. on Tuesday, preceding the next Monday Board meeting in order to insure inclusion on the written agenda. Items of business may not be suggested from the floor for discussion and action at that same meeting.

VOTING

In conducting its business, the Board shall observe Robert's Rules of Order. All votes on motions and resolutions shall be by "ayes" or "no", and the vote shall be recorded, if not unanimous. The president, as presiding officer, has a vote which is not always voiced, but which is assumed to be with the majority unless specifically registered in opposition. A tie-breaking vote by the President shall be voiced and so recorded. All matters that are voted upon shall be decided by those members present and voting, and in all cases, the majority shall prevail.

ORDER OF BUSINESS

The order of business for a regular meeting of the Board of Education shall be:

1. Call to order
2. Roll Call
3. Approval of the Minutes of the Previous Meeting
4. Presentations
5. Delegations
6. Communications
7. Project Updates
8. Staff Reports
9. Financial
10. Policy Review
11. Approval of Requests
12. Athletic Schedules
13. Personnel
14. Personal Leave
15. Payment of Bills
16. Adjournment

REFERENCE: School Laws of West Virginia 18-5-4

DATE: 12/3/18, 11/16/15, 6/18/12, 7/6/09, 10/16/06, 7/17/95, 2/20/84,
12/7/83, 9/18/78, 1973