

BOARD MEETINGS

BE
(LOCAL)

MEETING PLACE	Unless otherwise provided in the notice for a meeting, Board meetings shall be held at the El Paso ISD Education Center in the Central Office Board Room.
MEETING TIME	<p>Regular meetings of the Board shall be held on the third Tuesday of each month at 5:00 p.m. THE BOARD SHALL NOT HOLD A REGULAR MEET DURING THE MONTH OF JULY.</p> <p>When determined necessary and for the convenience of Board members, the Board President may change the date or time of a regular meeting. The notice for that meeting shall reflect the changed date or time.</p>
SPECIAL OR EMERGENCY MEETINGS	<p>The time and place of special and emergency meetings shall be as set out in the notice for the meeting.</p> <p>The President of the Board shall call special meetings at the President's discretion or on request by two members of the Board.</p> <p>The President shall call an emergency meeting when the President or two members of the Board determine that an emergency or urgent public necessity, as defined by law, warrants the meeting.</p>
AGENDA DEADLINE	The deadline for Board members to submit items for inclusion on the agenda is noon of the 12th calendar day before regular meetings and noon of the seventh calendar day before special meetings.
PREPARATION	<p>In consultation with the Board President, and with input from Board members, the Superintendent shall prepare the agenda for all Board meetings. Any two Board members may request that an item be included on the agenda for the meeting. The two Board members shall submit a written request to the Board President or the Superintendent within the prescribed time lines as provided at AGENDA DEADLINE, above.</p> <p>Before the official agenda is finalized for any meeting, the Superintendent shall consult the Board President to ensure that the agenda and the topics included meet with the President's approval. In reviewing the preliminary agenda before posting, the President shall ensure that any topics the Board or at least two Board members have requested to be addressed are either on that agenda or scheduled for deliberation at an appropriate time in the near future. The Board President shall not have authority to remove from the agenda a subject requested by at least two Board members without specific authorization from those Board members.</p>

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- NOTICE TO MEMBERS Members of the Board shall be given notice of regular and special meetings at least 72 hours prior to the scheduled time of the meeting and at least two hours prior to the time of an emergency meeting.
- CLOSED MEETING Notice of all meetings shall provide for the possibility of a closed meeting during an open meeting, as provided by law. [See BEC]
The Board may conduct a closed meeting when the agenda subject is one that may properly be discussed in closed meeting. [See BEC]
- ORDER OF BUSINESS The order of business for regular Board meetings shall be as set out in the agenda accompanying the notice of the meeting. At the meeting, the order in which posted agenda items are taken may be changed by the Board President.
- INVOCATION The Board may include an invocation as part of the meeting agenda for regular Board meetings.
The Board President may establish a process by which community clergy are invited to deliver the invocation. These representatives of the clergy shall be selected from the different recognized religious denominations in the community.
Persons in attendance at the Board meetings shall not be required, encouraged, or coerced to participate. The District shall neither advance nor inhibit religion.
- RULES OF ORDER The Board shall observe the parliamentary procedures as found in *Robert's Rules of Order, Newly Revised*, except as otherwise provided in Board procedural rules or by law. Procedural rules may be suspended at any Board meeting by majority vote of the members present.
- VOTING Voting shall be by voice vote or show of hands, as directed by the President. Any member may abstain from voting, and a member's vote or failure to vote shall be recorded upon that member's request. [See BDAA(LOCAL) for the Board President's voting rights]
- CONSENT AGENDA When the agenda is prepared, the Board President shall determine items, if any, that qualify to be placed on the consent agenda. A consent agenda shall include items of a routine and/or recurring nature grouped together under one action item. For each item listed as part of a consent agenda, the Board shall be furnished with background material. All such items shall be acted upon by one vote without separate discussion, unless a Board member requests that an item be withdrawn for individual consideration. The remaining items shall be adopted under a single motion and vote.

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MINUTES

Board action shall be carefully recorded by the Secretary or clerk; when approved, these minutes shall serve as the legal record of official Board actions. The written minutes of all meetings shall be approved by vote of the Board and signed by the President and the Secretary of the Board.

The official minutes of the Board shall be retained on file in the office of the Superintendent and shall be available for examination during regular office hours.

DISCUSSIONS AND
LIMITATION

Discussions shall be addressed to the President of the Board and then the entire membership. Discussion shall be directed solely to the business currently under deliberation, and the Board President shall halt discussion that does not apply to the business before the Board.

The Board President shall also halt discussion if the Board has agreed to a time limitation for discussion of an item, and that time limit has expired. Aside from these limitations, the President shall not interfere with debate so long as members wish to address themselves to an item under consideration.

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