

# BOARD OF EDUCATION

## 1.4 MEETINGS:

*Approved and amended by the Lewis County BOE in session June 6, 2005 - Effective 7/01/05.  
Reviewed and approved by the Lewis County BOE in session February 28, 2011.  
Reviewed and approved by the Lewis County BOE in session April 10, 2017.*

1.4.1 Meetings

**Regular meetings:** Regular meetings are scheduled for the second and fourth Monday of each calendar month. A calendar indicating regular scheduled meetings will be composed on an annual basis and made available to the public. Regular meetings will begin at 7:00 p.m. and will be held in the offices of the Lewis County Schools, 239 Court Avenue, Weston, West Virginia, unless otherwise directed by the board of education.

1.4.2 Meetings

**Special meetings:** Special meetings of the board may be called by the president or any three board members. No business may be transacted at a special meeting other than that designated in the call. The time, date and location of each special meeting shall also be specified in the call.

1.4.3 Meetings

**Notice of regular meetings:** The date, time, place and agenda of each regular meeting shall be made available at least three days in advance to the public and news media in the manner specified in section 1.4.6. Notice of any subsequent amendment to the agenda must be made available at least two days before the meeting. Saturdays, Sundays, legal holidays, and the day of the meeting shall not be counted in determining when the required advance notice is given.

1.4.4 Meetings

**Special meetings:** Except in the event of an emergency requiring immediate official action, the date, time, place and purpose of each special meeting shall be made available at least two days in advance to the public and news media in the manner specified in section 1.4.6. Saturdays, Sundays, legal holidays, and the day of the meeting shall not be counted in determining when the required advance notice is given.

1.4.5 Meetings

**Minutes:** The secretary of the board shall prepare and furnish copies of the minutes of each board meeting to the board members within a reasonable time after the meeting occurs. The minutes shall be made available to the public.

1.4.6 Meetings

**Manner of Notice.** The superintendent shall be responsible for making the advance notice of regular and special meetings available to the public and news media by posting written notice at the board's office in a place where the notice may be read by the public during regular office hours, and by furnishing written notice to each school with directions that the notice be posted in the main office or a commons area. The superintendent has the discretion, and is encouraged, to give notice by additional means. The superintendent need not furnish notice to a school if the school's main office will be closed to the public throughout the period when the notice would otherwise have been posted.

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## 1.5 OPERATION AND PROCEDURES

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- 1.5.1 Operation and Procedures **Rules of order:** In conducting its business for a regular meeting of the board of education, the recommended order of procedure is:
- Pledge of Allegiance
  - Any Agenda Adjustments to the Order of Items on the Agenda
  - Approve Minutes
  - Consent Agenda
  - Delegations
  - Policies
  - Personnel
  - Reports
  - Finance
  - Facility / Construction Update
  - Superintendent's Update
  - ~~Items for Consideration~~
  - For Your Information
  - Date of Next Meeting
  - Adjournment
- 1.5.2 Operation and Procedures **Additional Agenda Items – Any other board business that may require discussion and/or action may be added as an agenda item at the discretion of the Superintendent and/or the Board President.**
- 1.5.3 Operation and Procedures **Voting:** All votes on motions and all resolutions shall be “ayes” and “nays”. The votes shall be recorded if not unanimous.
- 1.5.4 Operation and Procedures **Quorum:** A majority of the board’s members constitutes the quorum necessary for the transaction of official business.
- 1.5.5 Operation and Procedures **Delegations.**
- Persons who desire to address the board during “Delegations” may be required to sign up to do so, but shall under no circumstances be required to sign up more than fifteen minutes prior to the scheduled beginning of the meeting.
  - The time period for an individual presentation shall be limited to 5-10 minutes at the President’s discretion dependent upon the number of delegations.
  - For group presentation, a spokesperson will make the presentation for the delegation and shall be limited to 5-10 minutes at the President’s discretion dependent upon the number of delegations. Anyone else wishing to add or interject on the same topic must be recognized by the President.
  - All speakers will conduct themselves with proper decorum. All statements shall be directed to the Board. No person may engage in audible discussion with members of the audience. Use of profanity and personal verbal confrontations will not be tolerated and will be considered disorderly conduct.
  - Disorderly conduct will be called out of order by the President and may result in a call for recess.
  - If a matter not on the agenda is brought before the board at the meeting, the board shall neither decide nor deliberate toward a

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decision on the matter at the meeting. Board members may request additional study of the matter and it may be placed on a future agenda for board consideration.

1.5.6 Operation and Procedures

**Handling of complaints: From the Public** –The board prefers that complaints be resolved at the lowest administrative level, either informally or through the Citizens Appeal Procedure found in chapter II of the board’s policies. For that reason, it is best that complaints and communications not be brought before the board until they have been taken up with the teacher, principal, central office administration and/or superintendent. Any citizen may appeal to the board from a decision by the superintendent. In doing so, citizens are encouraged to direct their communications to the full board, and not to individual members.