

**BOARD MEETING PROCEDURES**

Each Board of Education meeting shall be conducted in an orderly manner which provides time for and encourages community involvement. The order of business at each regular meeting shall be as follows:

1. Call to order
2. Pledge of Allegiance
3. Professional Recognitions
4. Presentations and Awards
5. Programs and Reports
6. Opportunity for the public to be heard on agenda items only
7. Recommended Actions
8. Miscellaneous Business
9. Future Meetings of the Board of Education
10. Opportunity for the public to be heard on non-agenda items (time permitting)
11. Adjournment

The regular order of business may be changed at any meeting (and for that meeting only) by an affirmative majority vote. Voting for the proposed change shall be done in the regular order of business.

The Board may adjourn a regular or special meeting at any place in the agenda provided that arrangements are made to complete the items of business on the agenda at a future meeting. The minutes shall make notice of the adjournment, and the reconvened session shall be considered an addition to these minutes.

Robert's Rules of Order, Revised shall govern all business procedures except where in conflict with adopted Board of Education policy.

Adopted: 6/10/99; Amended 9/21/11; 8/7/12