

GOVERNANCE**BOARD OF EDUCATION MEETINGS**

The Ohio County Board of Education, in pursuance of Chapter 6, Article 9A of the West Virginia Code entitled "Open Governmental Proceedings," recognizes that it has a responsibility to see that the people of Ohio County are thoroughly and efficiently informed about the educational program in Ohio County and proposes to meet this responsibility with the following action:

- A. The Ohio County Board of Education shall hold its meetings at the Board of Education office at 2203 National Road or, when necessary, at some other place convenient to the needs of the people.
- B. Regular meetings shall be held on the second and fourth Monday of each month and shall convene at 6:00 p.m. in the Board Room at 2203 National Road; provided, however, that the Board may, upon due notice to the public, change the time, date, and location of its regular meetings.
- C. Special meetings may be held at such other times as may be necessary; such meetings to be held upon the Board's call by its President if it has been determined that the Board must conduct business before the next regularly scheduled meeting. The process of scheduling a special meeting must include an attempt to contact all board members (by the Board President, or the Superintendent on his/her behalf) to gauge their availability to attend an in-person special meeting before finalizing and publicizing the date and time.
- D. A majority of the members of a Board present at a meeting shall constitute a quorum, and no business shall be conducted in the absence of a quorum.
- E. The President shall preside at all meetings of the Board. In the absence, disability or disqualification of the President, the President shall appoint a President Pro term. The act of any person so designated shall be legal and binding.
- F. Notice of all regular, special, work sessions and emergency meetings shall be given through the regular public information services - including newspapers, radio, television and electronic means - at least two days in advance of all regular meetings and a reasonable time in advance of all special, work sessions and emergency meetings.

- G. Agendas will be developed collaboratively by the Board President and the Superintendent. Any Board Member may request an item be added to the agenda. Agendas will be emailed to the named sources of public information Friday prior to the Monday meeting for regular meetings and as soon as possible for special and emergency meetings. Agendas and subsequent changes will be posted on the Ohio County School's website.
- H. The notice given of any meeting shall include the time, date, and place it is to be convened; the notice given of any special meeting shall also include the items to be considered.
- I. The public will be provided copies of the agenda of any meeting on the day it is held and before it has been convened, if they are requested.
- J. The minutes of the Ohio County Board of Education will be open to inspection by any member of the public. A place to review such will be provided at the Board's office. Any copies requested will be provided at a cost to the person of ten cents per page of copy. In addition, minutes will be placed on the Ohio County Schools website.
- K. The Board may adjourn or recess at any time. When reconvened, the meeting will continue at the place on the agenda where the meeting had adjourned or recessed.
- L. All meetings will be open to the public, although the Board may, either on its own initiative or upon the request of an interested party, hold an executive session during a regular, special, or emergency meeting after its presiding officer has identified the authorization under Article 9A of Chapter 6 for the holding of such executive session and has presented it to the governing body and to the general public, as required by Section 4, Article 9A, Chapter 6 of the West Virginia Code.
- M. The Board recognizes that inquiry, consultation, and discussion may be held in an executive session, but no decisions (as defined in Section 2, Article 9A, Chapter 6 of the West Virginia Code) may be made in an executive session.
- N. Meetings of the Board are held to carry on the business of the schools, and, therefore, are not public meetings, but rather, meetings held in public.
- O. The board reserves the right to use consent agendas as part of meeting agendas to help facilitate a more efficient board meeting. Items which may be included in a consent agenda,

- may be, but may not be limited, to the following types of matters: minutes of prior meetings, bills for payment, and resolutions that require annual adoption. A member of the Board may request any item be removed from the consent resolution. No vote of the Board will be required to remove an item from the consent agenda. A single member's request shall cause it to be relocated as an action item eligible for discussion.
- P. Board members may participate electronically in a board meeting or portion of a board meeting for up to ~~two~~ **four** meetings per fiscal year. For any regular meeting, the Board President must first make an effort to reschedule the meeting, unless the request is made within two days of the scheduled meeting. Members who participate in a board meeting through electronic means must be audible to everyone participating in the Board Meeting, including guests, and must be able to hear all meeting participants clearly. It must be announced that they are participating electronically at the opening of the meeting
- Q. All motions shall require for adoption a majority vote of those present and voting, except as provided by statute, these bylaws, or parliamentary authority. Upon the demand of any member of the Board, the vote shall be recorded by roll call.
Unless a specified number of affirmative votes are required, an abstention shall be recorded and deemed to consent to the outcome of the voting. In situations in which a tie vote occurs and abstentions have been cast, the motion shall fail for lack of a majority.
- R. Since E-mail is a form of communication that could conflict with the Sunshine Law, it will be used only for the purposes of communicating: messages between Board members or between a Board member and employee(s) which do not involve deliberating or rendering a decision or matters pending before the Board; possible agenda items between the Superintendent and the Board President; times, dates, and places of regular or special Board meetings; a Board meeting agenda or public record information concerning items on the agenda.
- S. In order that the board may fairly and adequately discharge its overall responsibility, citizens who wish to make requests, representations, or proposals to the board are requested to direct these to the superintendent, who will deal with them according to rules adopted by the board. The intentions of the rules are as follows:
1. To allow everyone a fair and adequate hearing.

2. To allow the superintendent to take direct action or to recommend action to the board when policies have already been established by the board.
3. To minimize the possibility of the board's making ill-advised, illegal, or improper rulings through hasty action especially when a policy does not exist, a change in policy is proposed, or an exception to policy is specifically requested.
4. To assure that the time so devoted does not interfere with the fulfillment of the board's tasks.

T. Delegations

1. Any citizen, including employees of the school system and students, may appear and address the Board.

2. Any individual desiring to speak shall register no later than fifteen (15) minutes prior to the start of the Board meeting.

3. The following information must be provided to the Superintendent by persons who desire to address the Board: name, address or phone number, a concise statement of the subject to be addressed, a list of Ohio County Schools personnel who have been involved in the matter, and a state ment indicating the desired action of the Board (the "Subject Matter").

4. The presentation should be as brief as possible and limited to the stated Subject matter. A speaker shall be limited to a maximum of five (5) minutes. A speaker shall not reserve minutes to add to the five minute limit of another speaker. Written materials may be presented in addition to or in lieu of an oral presentation; speakers must provide eight (8) copies of any written materials presented in this manner.

5. Speakers may offer such objective criticisms of school operations and programs as concern them, but in public session, the Board President will not permit personal complaints lodged against school personnel nor against any person connected with Ohio County Schools. Other channels provide for Board consideration and disposition of legitimate complaints involving said individuals.

6. If multiple speakers are present to speak on the same topic, the Board President may request that the speakers delegate one person to speak on behalf of the group.

7. If a matter not on the agenda is brought before the Board at a meeting, the Board shall neither decide nor deliberate toward a decision on the matter at that meeting. Board members may request additional study of the matter and it may be placed on a future agenda for Board consideration.

REGULATION REVIEWED: February 24, 2020

REGULATION REVISED: June 24, 2019

REDULATION REVIEWED: June 24, 2019

REGULATION REVISED: May 11, 2017
REGULATION REVISED: July 13, 2015
REGULATION REVIEWED: May 11, 2017
REGULATION REVISED: May 9, 2011
REGULATION REVIEWED: November 10, 2010
REGULATION REVISED: September 22, 2003
REGULATION REVISED: October 9, 2000
REGULATION ADOPTED: October 8, 1974

OHIO COUNTY BOARD OF EDUCATION