



SCHOOL BOARD MEETINGS – ORDER OF BUSINESS – RULES OF ORDER

Southeast Technical College Policy BEDD/STC

1. Purpose

To establish the format of a school board meeting.

2. General Statement of Policy

School Board Meetings – Order of Business

For the general transaction of business, the standard parliamentary rules shall be observed; and, in case any disputed questions shall arise, *Parliamentary Procedure at a Glance* shall be taken as authority.

The meeting may include, but is not limited to, the following:

Call to Order - The meeting shall be called to order and attendance of the School Board members shall be taken. If a quorum is not established, no business may be conducted.

Pledge of Allegiance

Approval of Minutes - Action shall be taken to approve minutes of the previous meeting(s) held. Within ten business days, unapproved draft minutes of the Board meeting will be available for inspection by the public or within five business days after a meeting, an audio or video recording of the meeting will be available to the public on the Districts website. The unapproved minutes will be furnished to the designated legal newspaper of the District for publication within twenty business days.

Persons Wishing to Address the School Board - Persons wishing to address the Board on school-related items will submit their name, address, and topic of discussion to the Business Manager or their designee. The Board President will request that person to step up to the microphone and state their name and address. Discussion will be limited as specifically outlined in Policy BEDH – Public Participation at School Board Meetings.

Adoption of the Agenda - During this portion of the agenda, Board members may amend the agenda if desired and supported by a majority vote of the Board. The revised agenda including any modifications is approved and guides the remainder of the meeting.

Consent Agenda - The Consent Agenda will include all regular monthly business, approval of payroll, approval of claims, bid awards, the finance report, the business manager's report, a consolidated report of trust and agency accounts, authorizations and ratifications, and the personnel report(s).

At the request of any Board member, items contained within the Consent Agenda may be pulled from the Consent Agenda and discussed as a separate issue or may be deleted from the Consent Agenda or revised within the Consent Agenda.

Supplemental Consent Agenda - Included in this portion of the agenda are items which individual Board members may have a conflict of interest that have been removed from the Consent Agenda prior to the Board meeting being called into session.

Reports of the President - Included in this portion of the agenda are topics for discussion which may be either new or unfinished business. The Board will consider written reports and/or hear testimony on subjects brought before the Board by the public, the administration, or Board members. The Board may acknowledge the discussion or act upon a motion in each case.

Policies - Policy proposals and suggested revisions of existing policies shall be submitted to the Board by the STC President as recommended by the Policy Review Committee in accordance with Policy BG/STC – School Board Policy Process.

Adjournment

3. Related Policies

- BCB/STC – School Board Member Conflict of Interest
- BEDH/STC – Public Participation at School Board Meetings
- BG/STC – School Board Policy Process

4. Dissemination of Policy and Training

The policy is located on STC's website under Consumer Information – Southeast Tech Policies

Legal References:

- SDCL
- 1-27-1-.17 Draft Minutes of public meetings to be made available -Exceptions – Violation as misdemeanor
- 13-8-35 Publication of minutes of board – Contents – Changes after publication – Business manager to sign
- 13-8-34 Approval and signing of minutes of school board
- 6-1-10 Publication of payroll information

Jones, O.G. (1990). *Parliamentary procedure at a glance: New edition (reference)*. Penguin Books.

Board Approved:

Policy

Board Action

(formerly 9368)

adopted:	05.28.68	
amended:	10.25.93	27458.2d
amended:	02.27.95	27951
amended:	05.13.96	28482
amended:	09.23.96	28608
amended:	10.24.05	34245
amended:	08.13.07	37810
amended:	09.14.09	35488
amended:	09.13.10	35817
amended:	08.12.13	36693
reviewed:	08.13.18	38110
amended:	02.01.23	ST00700