

# Board Meeting Protocols

## **Board Meeting Guidelines**

It is important to recognize that a Board meeting is the time for the Board to do their work in public view. After staff input and public comment, Board members are encouraged to ask questions and explain their thinking related to the topic at hand. The Board president recognizes members who desire to speak, alternating so that all members have the opportunity to speak. There is not a time limit or limit to the number of questions or comments that a Board member may make, but each Board member should be respectful of giving other members the opportunity to speak. Nothing in this section will preclude members from speaking multiple times until all discussion is concluded.

Unless a point is important to further understanding of the immediate discussion, the Board President will allow all other members to speak first and then add his/her comments or questions.

## **Placing Items on Board Agendas**

Any Board member may request that a matter within the jurisdiction of the Board be placed on the agenda of a regular meeting. The request should be in writing and be submitted to the superintendent or his/her designee, Board President, or Board Clerk with supporting documents and information, if any, at least one week before the scheduled meeting date; however to give staff time to prepare materials, it is helpful to make the request at a regularly scheduled meeting during "Request and Reports from Board Members." Items submitted less than a week before the scheduled meeting date may be postponed to a later meeting in order to allow sufficient time for consideration and research of the issue.

## **Using Board Meetings as Strategic Leadership Tools**

Board meetings are opportunities to strategically move the district forward, and to communicate direction, district priorities and progress to the community. When the public understands the process and the thinking behind Board decisions, there is generally more community support for the decision.

- Board members and the superintendent will regularly link Board meeting agenda items and discussions to the district vision, goals and strategic plan.
- Board members will ask clarifying questions about agenda items in order to demonstrate and make as clear and transparent as possible the dialogue leading up to decisions made by the Board.
- At the end of each discussion, the Board president may sum up the points of view and any consensus reached and ask the members to confirm whether the summary is accurate.