

ORGANIZATION

701.00 BOARD OF EDUCATION PROCEEDINGS

Pursuant to Chapter 6 Article 9A of the WVA Code, the Board of Education of the County of Mingo shall adhere to the following proceedings in conducting its business:

A. Meetings

1. Definition
Meeting means the convening of the Board for which a quorum is required to make a decision or to deliberate toward a decision on any matter which results in an official action.
2. All meetings of the Board shall be open to the public except as provided in Section D.
3. The Board shall meet at its office, located in Cinderella Hollow, near the town of Williamson. From time-to-time, the Board may choose to change in the location of a Board meeting. Any such change shall be ordered by a resolution adopted by the Board in regular session at least thirty (30) days prior to the date of the meeting. The location of the meeting shall be announced by appropriate releases to the news media, and by posting on the door of the Board office at least three (3) days preceding the meeting.
4. The regular meeting of the Board shall be held on the first Thursday of each month at 6:00 P.M.

5. Statutory meetings pursuant to Sections 18-5-1c and 18-5-4 of the WVA Code shall be held on the first Monday of July, and upon the other dates provided by law for the laying of levies. On the first Monday of July following each biennial election, the Board shall organize and elect, for a two-year term, a President from its own membership and a Vice-President, for a two-year term, from its membership.
6. Special and emergency meetings may be held on the call of the Board or its President at such times as may be necessary for the dispatch of business.

B. Notice of Meetings

1. Notice of the date, time, place, and agenda of all regularly scheduled and statutory meetings shall be made available 48 hours in advance to the public and news media, including, but not limited to newspapers, published and generated in the county and local radio stations.
2. Notice of the date, time, place and agenda, of all special meetings shall be made available 24 hours in advance to the public and news media, including, but not limited to newspapers published and generated in the county and local radio stations.
3. Notice of the date, time, place and agenda of all emergency meetings and the facts and circumstances of the emergency shall be made available prior to the meeting to the public and news media, including, but not limited to newspapers published and generated in the county and local radio stations.
4. Agendas shall be provided to Principals and Presidents of employee associations prior to any meetings.
5. Board members shall be provided a copy of agendas, along with related information and documents, 48 hours in advance of regular meetings and 24 hours in advance of special meetings.

6. Agendas shall be made available for the public at the location of each meeting.

C. Public Participation

Excepted as state in Section D, all meetings of the Board shall be open to the public.

1. Presentations To The Board

- a. The public and employees as individuals or as members of an employee organization, shall have an opportunity to make presentations to the Board. However, the Board does not obligate itself to act on any request or proposal. The Board shall limit a presentation to a maximum five minutes on any one subject, unless the majority of the Board approves extension of the presentation.
- b. A person or persons desiring to make suggestions for an item to be included on the agenda shall submit a written request to the Superintendent at least ten days prior to the scheduled meeting.
- c. A person or persons desiring to make a presentation to the Board may register on the sign in sheet at the location of the meeting, prior to the time the scheduled meeting is to commence.
- d. A person or persons desiring to appear before the Board to discuss concerns or questions shall meet with the Superintendent/designee before said presentation in an attempt to resolve issues or answer questions.
- e. Upon recognition by the President, a speaker shall state his/her name, organization if applicable, and the subject of presentation. Board members may

seek additional information from the speaker at the conclusion of the presentation. The courtesy of the Board shall be extended to the speaker, and the speaker shall respect the privilege extended by the Board or shall be ruled out of order by the President.

D. Executive Session

1. The Board may hold an executive session during a regular, special or emergency meeting in accordance with the provisions of Section 6-9A-4 of the WVA Code.
2. The President of the Board shall identify the authorization under Section 6-9A-4 for holding the executive session and present it to the Board and general public.
3. The executive session may be held only upon a majority affirmation vote of the members present of the Board.
4. No decision shall be made in an executive session.

E. Minutes

1. Written minutes of all meetings shall be taken by the Secretary of the Board. In addition, all meetings, with the exception of executive sessions, shall be electronically recorded. The minutes shall include at least the following information:
 - a. The date, time and place of the meeting;
 - b. The name of each member of the Board present and absent;

- c. All motions, proposals, resolutions, orders, ordinances and measures proposed, the name of the person proposing the same and their disposition; and
 - d. The results of all votes and the vote of each member, by name.
2. The minutes of executive sessions shall reflect the general subject area of discussion.
 3. At each regularly scheduled meeting, the Board shall approve, after correction, if any, minutes of the previous meeting(s).
 4. Minutes of all meetings, except executive sessions, shall be available to the public within a reasonable time after the meeting.

F. Conduct of Meetings

1. Board meetings shall be conducted in an orderly and efficient manner pursuant to established parliamentary procedures. Each Board member shall observe the procedures of the Board and respect the rights and integrity of fellow Board members and employees or members of the public appearing before the Board.
2. The Board President shall be responsible for conducting meetings, controlling the flow of business, maintaining order, and ensuring that each member has an opportunity to express his/her voice.

G. Cancellation of Meetings

In cases where inclement weather or other calamitous causes may prevent Board of Education members and the public from attending a regular or special meeting of the Board, the President may cancel the meeting and call a special meeting to consider the items that appear on the agenda for the meeting cancelled. Notice of such cancellation shall be provided to the media as early as possible.

Reference: WVA Code 6-9A-1 through 6-9A-12
WVA Code 18-5-1c
WVA Code 18-5-4

Adopted: September 15, 1999

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