

BARRE CITY SCHOOL BOARD
POLICY MANUAL

CODE: BDA

1st READING: 4/8/96,5/11/2009,10/11/2010

2nd READING: 4/29/96,6/8/2009,11/8/2010

3rd READING for Revision: 5/13/96

SCHOOL BOARD MEETINGS:

1.0 Regular Meetings of the Board

1.1 The regular meeting dates of the Barre City School Board will be established at the annual reorganization meeting.

1.2 Regular Board Meetings time will be established at the annual reorganization meeting. The meeting place shall be designated by the chairperson. The Superintendent, conferring with the Board chairperson, will be responsible for arranging the order of items on the meeting agenda.

2.0 Special Meetings

2.1 Special meetings of the Board may be called by the chair person between regular meetings to consider specified topics.

2.2 The chairperson will call a special meeting upon written request of three (3) members of the Board.

2.3 Except in cases of an emergency, a special meeting will be posted in accordance with state statutes.

3.0 Notification of Meetings

3.1 Notice of all regular meetings of the Board shall be given Forty-eight hours in advance of the meeting.

3.2 An agenda will be mailed or sent electronically to each Board member and to the media serving the school district specifying the date, time, place, and purpose of the meeting.

4.0 Quorum

4.1 Five (5) members of the Board shall constitute a quorum for the transaction of business.

5.0 Rules of Procedure

5.1 The current edition of Robert's Rules of Order shall serve as the parliamentary authority in the conduct of Board meetings.

6.0 Minutes

6.1 A recording secretary shall be appointed by the Board and shall record the minutes of the meeting as required by state statutes. The minutes of regular and special meetings of the Board are official when the Board approves and the clerk signs the minutes.

7.0 VOTING METHOD

7.1 All members of the board shall have an equal vote, **except the chair who votes in case of a tie**. In accordance with the parliamentary authority adopted by the board, a member may vote aye, nay, or abstain.

7.2 Voting shall be by one of the following methods: by voice, by show of hands or by recording the yeas, nays, and abstentions. Any one member may require a vote by show of hands or the recording of yeas or nays.

7.3 Although it is a duty of all board members who have an opinion to vote, a member may abstain, since no member can be compelled to vote.

7.4 In all cases the names of those in the minority and those who abstain shall be recorded in the minutes of the meeting along with the total number of votes in favor, against, and abstaining.

7.5 No action of a School Board shall be valid except upon the approval of the majority of the members of the board present at a legally called meeting.

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