

RSU #63

- a. **NEPN/NSBA Code:** BEA
 - b. **Title:** School Board Meetings, Procedures and By Laws
 - c. **Author:** Superintendent
 - d. **Replaces Policy:**
 - e. **Date Approved:** 09/26/2022 RSU #63
 - f. **Previously Approved:** 09/27/2021
 - g. **Policy Expiration:** Review as Needed
 - h. **Responsible for Review:** Superintendent/BOD Chairman/Policy Committee
 - i. **Date Reviewed:** 09/12/2022 Policy Committee
09/12/2022 Superintendent
09/12/2022 Board Chair
 - j. **References:** 20-A MRSA § 1256(5); § 1252(2),
1 MRSA § 403-B, 406; 406 20 MRSA §1001(20)
MSBA Handbook
- Cross Reference:** BEC – Executive Session
BE – Board Meetings
BEDA – Notification of Board Meetings
BEDB – Agenda
BEDD – Rules of Order
BEDH – Public Participation at Board Meetings
BIC – Board Member Compensation
KE – Public Concerns and Complaints

k. Narrative:

The RSU #63 Board of Directors (the Board) allows members of the Board to participate in a public meeting of the Board in person or by remote methods in limited circumstances as provided in 1 MRSA § 403-B.

I. Meetings:

- A. The Board will hold regular meetings on the fourth Monday of each month, except July, at each of the three schools on a rotating schedule. A December meeting will be scheduled but held only if needed. If the fourth Monday is a legal holiday or within a holiday/vacation week, the Board will set the date for the meeting. Usually, the date will be the previous Monday at the same time and place as the originally scheduled meeting.
- B. Copies of the applicable Agenda will be sent electronically to members of the Board. Public notice will be provided at least forty-eight (48) hours before a **regular meeting** to the Board, on the District webpage, and via email to each town office.

- C. **Special meetings** may be called, as needed, by the Board Chair or by joint action of five members thereof. Email notices, unless waived, will be provided to each member at least forty-eight (48) hours in advance of such meeting, stating time and place of the meeting.
- D. **Emergency meetings** may be held upon verbal notification of all Board members, and any action taken at such meetings will be confirmed at the next regularly scheduled meeting. Notification should be given twenty-four (24) hours in advance, if possible.
- E. **Regular meetings** will commence at 6:30pm and will conclude no later than 8:30pm, unless a majority of the Directors votes to waive the 8:30pm adjournment time. If an executive session is scheduled, the meeting may begin before 6:30pm, with the public session reconvening at 7:00pm.

II. Chairperson and Quorum

- A. The Chairperson (Chair) of the Board will preside at all meetings of the Board. In the event of their inability to preside, the Vice-Chairperson (Vice-Chair) will perform the duties of the Chair. In the absence of the Chair and the Vice-Chair, the remaining members will elect another person to act in that capacity for that meeting only. In the event that both are unable to attend future meetings, a Chair and/or Vice-Chair will be elected to this/these position(s) for the remainder of the year.
- B. The Chair will have a vote, as do all members of the Board, but should not make any motions, or second motions when acting as Chair of the meeting. The Chair, or acting Chair, should solicit from the Directors present a motion and second prior to discussing the subject. The names of the members moving and seconding the motion will be recorded in the minutes of the meeting.
- C. Five (5) members of the Board will constitute a **quorum** for the transaction of business at all regular and special Board meetings.

III. Remote Participation

For the purpose of this policy, “remote methods” means telephonic or video technology allowing simultaneous reception of information and may also include other means necessary to provide reasonable accommodations to individuals with disabilities. Remote participation by board members cannot be by text-only means such as email, text messages, or chat functions.

Members of the Board are expected to be physically present for board meetings except when being physically present is not practicable.

Circumstances in which physical presence for public meetings is not practicable include:

1. The existence of an emergency or other issue that requires the Board itself to meet by remote methods.
 - a. An emergency may be a State-declared emergency, where there has been a declaration of a state of emergency by the Governor that applies to the

- RSU #63, or a local emergency (e.g., adverse weather conditions) or urgent issue requiring Board action.
- b. The Board Chair, in consultation with the Superintendent, will determine whether there is a local emergency or urgent issue that requires a remote meeting of the Board.
2. Illness, or other physical condition, or temporary absence from the area governed by the board that causes a Board member to face significant difficulties traveling to and attending in person at the designated physical location of the board meeting.
 - a. Prior notice of the Board member's absence and the reason for it, with indication that the Board member plans to participate remotely, should be communicated to the Board Chair as far in advance of the meeting as practicable.

Members of the public will be afforded a meaningful opportunity to attend and participate in board meetings by remote methods when at least one member of the board participates remotely. Members of the public will be restricted to remote participation only when there is an emergency or urgent issue that requires the board to meet remotely. Reasonable accommodations may be provided when necessary to provide access to individuals with disabilities.

Members of the public participating in public meetings of the Board are expected to comply with the guidelines for public participation provided in the Board's policy BEDH – Public Participation at Meetings, or in such rules as the Board may develop specifically for remote meetings.

Notice of all Board meetings is required (1 MRSA § 406). When the public may attend by remote methods, notice must include the means by which members of the public may access the meeting using remote methods. The notice must also identify a location for members of the public to attend in person. The Board may not determine that public attendance at a meeting will be limited solely to remote methods except under the conditions in subparagraph 1 above (emergency or urgent issue meetings.)

The Board will make all documents and other materials to be considered by the Board available, electronically or otherwise, to members of the public who attend remotely to the same extent customarily available to members of the public who attend public meetings of the Board in person, as long as additional costs are not incurred by the Board.

IV. Voting Methods

In Person Voting:

Voting will be by a show of hands, unless voted by the majority of those present to vote by written ballot. The secretary will record each vote, either Yes or No or Abstention, in the minutes of the meeting. If a Board Director votes "no" or abstains from voting, his/her name will be recorded and how he/she voted. If the voting is by secret ballot, the total Yea, Nay, or Abstentions will be recorded without the member's names.

Remote Voting:

All votes taken during a public meeting of the board using remote methods must be taken by roll call vote that can be seen or heard if using video technology, and heard if using only audio technology, by the other members of the board and the public.

Remote participation is not permitted for meetings where voters of RSU #63 meet to vote as a legislative body, such as budget meetings.

A member of the Board who participates remotely in a public meeting of the Board is considered present for purposes of a quorum and voting.

V. Rules of Order

The Board will follow the **current version** of Robert's Rules of Order, authored by General Henry M. Robert, III.

VI. Minutes of the Meeting

The Superintendent will be the ex-officio secretary of the Board and will be responsible for the meeting minutes. The Superintendent may employ appropriate clerical assistance at their discretion.

VII. Rescheduled Meeting

In the event that a meeting is postponed due to inclement weather or other event, it will be rescheduled consistent with the terms and conditions shown above in Section I (A) and (B).

VIII. Adding an Agenda Item to an Existing Agenda

In the event that an agenda item needs to be added or deleted from the present agenda, a majority vote will be held. A motion must be made, seconded, discussed, and voted on.