

## **BOARD MEETINGS**

The Board of Trustees of Bonneville Joint School District No. 93 must exert constant vigilance to assure that the District's constituents are fully informed of the actions of their elected officials. The vehicle most often used is the action of the Board in its meetings. The Board meeting is most critical because it gives patrons a chance to monitor the Board's labors. In juxtaposition, it also provides the format for handling the legal responsibilities of the Board. Board meetings should be direct and address those issues required for the members to conduct its business.

### **Guidelines**

1. The Board of Trustees will comply with the legal requirements imposed upon meetings of the Board.
2. Trustees may participate in school board meetings via electronic means (including telephonic or video conferencing devices) provided at least one (1) member of the Board of Trustees or the Superintendent is physically present at the meeting location.
3. No business shall be transacted at any meeting of the Board unless a quorum of the members is present.
4. Unless otherwise provided by law, all questions shall be determined by a majority of the votes cast.
5. A majority of the quorum may pass a resolution.
6. The chairperson of the Board may vote in all cases.
7. In the absence of both the chairperson and the vice-chairperson, the treasurer of the Board shall perform the functions of the chairperson during the latter's absence.
8. The clerk shall act as Board secretary for all meetings.

### **Meeting Conduct and Order of Business**

1. General rules of parliamentary procedure are used for every Board meeting. *Robert's Rules of Order* may be used as a guide at any meeting.
2. The order of business shall be reflected on the agenda.
3. The use of proxy votes shall not be permitted.
4. Voting rights are reserved to those trustees in attendance either physically or via electronic means including telephonic or video conferencing devices.

5. Voting shall be voiced “yea or nay” or show of hands.

**DEFINITIONS:**

**Deliberation:** The receipt or exchange of information or opinion relating to a decision, but shall not include informal or impromptu discussions of a general nature which do not specifically relate to a matter then pending before the Board of Trustees.

**Executive Session:** Any meeting or part of a meeting of the Board of Trustees, which is closed to any persons except by invitation of the Board, for deliberation on certain matters as authorized by Idaho Code § 74-206 Executive Session When Authorized.

**Governing Body:** The members of the Board of Trustees of Bonneville Joint School District No. 93 with the authority to make decisions for or recommendations to the District regarding any matter.

**Meeting:** A meeting is the convening of a quorum of the Board of Trustees to make a decision or to deliberate toward a decision on any matter.

**Quorum:** A quorum for the transaction of business of the Board of Trustees shall consist of a majority of the members of the Board.

**Regular Meeting:** The convening of a quorum of the Board of Trustees, on the date fixed at the annual meeting of the Board, to conduct the business of the District.

**Special Meeting:** The convening of a quorum of the Board of Trustees pursuant to a special call for conduct of business as specified in the call.

Adopted:	09-14-1983	Reviewed:	Revised:	03-09-2005
				02-14-2007
				05-09-2012
				10-10-2012
				07-29-2015
				11-02-2016
				10-10-2018

Cross Reference: Annual Organization Meeting #1200  
Board Agenda Items #1510

Legal Reference:	Idaho Code § 33-402	Notice requirements
	Idaho Code § 33-510	Annual meetings – Regular Meetings – Boards of Trustees
	Idaho Code § 74-201	Formation of public policy at open meetings
	Idaho Code § 74-202	Open public meetings – Definitions
	Idaho Code § 74-203	Governing bodies—Requirement for open public meetings
	Idaho Code § 74-204	Notice of meetings—Agendas
	Idaho Code § 74-205	Written minutes of meetings
	Idaho Code § 74-206	Executive sessions – When authorized
	Idaho Code § 74-207	Open legislative meetings required
	Idaho Code § 74-208	Violations