

## **OPEN MEETING PROTOCOLS**

### **General Meetings**

The president (or vice-president in the absence of the president) will preside at all meetings. In the absence of both the president and the vice-president, the members present shall elect a president *pro tempore* who will serve only for that meeting or for that part of the meeting in which the president and vice-president are absent.

Any member of the board who wishes to make a motion, second a motion or discuss pending business will first secure recognition from the board president.

The president will present each agenda item for discussion or designate the superintendent or other staff member who will present the agenda item.

All formal actions of the board will be taken by ordinary motions unless a formal resolution is required by law.

In the ordinary course of events at any meeting, the board will discuss agenda items prior to the making of a motion in order to facilitate reaching a consensus.

### **Executive Sessions**

The board shall conduct executive sessions to discuss matters as provided by law and only for the purposes of discussion. No binding action shall be taken during executive sessions.

A motion to convene into executive session shall include a statement of: (1) the justification for closing the meeting; (2) the subjects to be discussed during the closed or executive meeting; and (3) the time and place at which the open meeting shall resume.

Before resuming open session after an executive session has expired in the Board Conference Room, the Clerk of the Board shall adhere to the following protocol:

- The clerk will announce in the SEC Room that he/she will be opening the door in “one minute.”
- The clerk will then wait until the time the executive session ends and open the door.
- If upon opening the door, but before any motions are made, the clerk determines that there are more members of the public than can comfortably fit in the Board Conference Room, the clerk will so inform the Board at that time. The Board will then move to the SEC Room to conduct the open session.

Before resuming open session after an executive session has expired in the Schmidt Room, the Clerk of the Board shall adhere to the following protocol:

- The clerk will announce in the hallway outside the room in which the board is meeting in executive session that he/she will be opening the door to resume open session in “one minute.”
- The clerk will then wait until the time the executive session ends and open the door.
- If upon opening the door, but before any motions are made, the clerk determines that there are more members of the public than can comfortably fit in the Schmidt Room, the clerk will so inform the Board at that time. The Board will then move to the SEC Room to conduct the open session.