

FAIRFIELD AREA SCHOOL DISTRICT

REGULAR BOARD MEETINGS

1620

- 1620.1 General
Meetings of the Board and its committees are conducted under the procedures and rules of the Board and the Public School Code. The Board welcomes attendance at its public meetings. In order to conduct its proceedings in an efficient manner and to facilitate its own deliberations, the Board has established the following procedures.
- 1620.2 Public Comment
Citizens or representatives of groups or organizations shall be provided an opportunity to make unofficial presentations to the Board at the discretion of the Board President.
- 1620.2a The regular board meeting will provide adequate time and opportunity for public participation. During the Public Comment portion of the agenda, a maximum of thirty (30) minutes shall be allocated for comments by citizens of the District. Citizens completing a form requesting to speak on a specific item shall be allowed to address the Board during the Public Comment section of the agenda. The Board at its discretion may allow public comment when an item appears on the agenda.
- 1620.2b In order to provide for an orderly meeting, speakers shall observe parliamentary procedures, as prescribed by the Board.
- 1620.2c The Board will not hear oral complaints regarding school personnel or general administrative matters. Such complaints should be directed to the attention of the appropriate building administration. If the complaint is not satisfied, it shall be referred to the Superintendent.
- 1620.2d Individuals desiring additional information about any item on the agenda shall direct inquiries to the Superintendent.
- 1620.3 Audio Recording Devices
Persons in attendance are permitted to use audio recording devices. The use of such devices shall not interrupt nor interfere with the conducting of the Board's agenda. The operator of any device is solely responsible for his or her equipment, accessories, and the operation of such equipment.

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- 1620.4 Definition
The Board shall meet at least once every two months, but normally on a monthly basis, at such time and place as the Board may determine at its annual reorganization meeting. These meetings shall be termed the Regular Board Meeting. (See separate policies for information relative to Special Board Meetings and Executive Sessions.)
- 1620.5 Committee Meetings
The Board's committees shall meet as needed to render advice on matters of agency business or take official action as directed by the Board.
- 1620.6 Public Meetings
Regular Board Meetings, at which official actions or deliberations shall take place, will be open to the public except as specified under Executive Sessions.
- 1620.7 Minutes
Minutes will be properly taken, recorded, and approved for all public meetings. These minutes must include date, time, place of meeting, names of all members present, the substance of all official action, a record of all votes by individual member of the roll call vote taken, and the names of all citizens who appeared officially and the subject of their testimony.
- 1620.8 Conferences
Periodically the Board may find it necessary to be inserviced on a particular subject. At such times the Board may schedule a conference session which will serve to inform and educate the Board on matters directly relating to their official responsibilities. Conferences will not be open to the public nor will minutes be kept.
- 1620.9 Quorum
A majority of the members shall constitute a quorum for the transaction of business by the Board, except for those actions otherwise provided in the School Code. If there is no quorum present at the time set for the meeting, those members present may adjourn to any date previous to the next stated meeting and immediate notice shall be given to all members of the day and hour of such adjourned meeting, and proper notification posted for the public.

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1620.10

Public Notice

Public notice of regular meetings and special meetings shall be done in accordance with Act 84, 1986. The Board's organizational meeting in December will be advertised for three days. The remaining regular meetings will be advertised after the organizational meeting and will stand unless changed with three days notice available. Public notice is not required in the case of an emergency meeting or conference.

Revised May 6, 1996