

# INDIANA STATE BOARD OF EDUCATION MEETINGS AND MEETING PROCEDURES

## MEETINGS

### **Regular Meetings**

The Board will establish an annual meeting calendar, with at least one meeting per month. The Chair shall determine the location of regular meetings and advise the Board.

### **Special Meetings**

The Chair or three Board members may call special meetings to address issues as needed. The Board members will notify the Chair in writing (including email or facsimile) of the request for the special meeting. Special meetings will be held at a date and time convenient to the members and at a location determined by the Chair.

### **Cancellation of Meetings**

The Chair may cancel a meeting up to 72 hours (excluding Saturdays, Sundays, and legal holidays) prior to the meeting by notifying the Board members in writing (including email or facsimile). The Chair's decision shall be final unless three or more Board members object in writing (including email or facsimile) to the cancellation within 48 hours of the Chair's notification. Public notice of the meeting will be posted in compliance with IC 5-14-1.5-5 until such time that the meeting cancellation is confirmed. Meetings may not be cancelled with less than 72 hours notice unless such cancellation is due to an unforeseen emergency.

### **Executive Sessions**

The Board may meet in executive session for the reasons specified in IC 5-14-1.5-6.1 and shall comply with the notice requirements of IC 5-14-1.5-5. The Chair or three Board members shall determine when an Executive Session is needed.

## BOARD MEETING PROCEDURES

### **Public Notice**

In accordance with IC 5-14-1.5-5, public notice of each Board meeting and Executive Session shall include the date, time, and location of the meeting, and shall be posted outside the State Superintendent's office (Room 229 State House) at least 48 hours prior to the meeting (excluding Saturdays, Sundays, and legal holidays). Notice of the meeting will also be posted on the Board's website at <http://www.doe.in.gov/idoe/sboe>. An agenda shall be included as part of the public notice.

### **Agenda Format – Order of Business**

The order of business for a regular meeting is as follows:

- I. Call to Order
  - a. Roll Call
  - b. Pledge of Allegiance
- II. Approval of the Minutes
- III. Statement from the Chair
- IV. Board Member Comments and Reports
- V. Public Comment
- VI. Best Practices – Innovations in Education – Student Successes

- VII. Discussion
- VIII. Consent Agenda
- IX. New Business - Action
- X. Board Operations

The order of agenda items may be changed during the course of a Board meeting at the Chair's discretion.

#### **Agenda Preparation and Dissemination**

Both the Chair and the Board members may add items to each Board agenda. Reporting or discussion items may be added to the agenda before the meeting, or may be added during a meeting as is consistent with Ind. Code § 5-14-1.5. Items that require a Board Resolution or a vote must be submitted to the State Board Administrator at least ten business days before a Board meeting. The Chair shall provide a written agenda, together with supporting background and related materials, in electronic format to the Board at least five business days before a Board meeting.

#### **Rules of Order**

The conduct of the meeting shall be at the discretion of the Chair; provided, however, that each Board member shall have the right and responsibility to participate fully in the meeting, ask questions and provide input on any issue before the Board, move the Board to a vote on agenda items, and discharge his or her duties fully as outlined in IC 20-19-2.

#### **Quorum**

Per IC 20-19-2-2(c), a quorum consists of six members of the Board, and a quorum must be present to take official action as described in IC 5-14-1.5-2(d).

#### **Voting Method**

Votes by the Board are taken by alphabetical roll call of the Board members, with the Chair voting last. Each member's vote shall be recorded in the minutes. At the Chair's discretion, the vote may be taken by voice.

#### **Election of Secretary**

The Board shall annually elect a member to serve as Secretary. Any member may nominate without being recognized by the Chair. A nomination does not have to be seconded. When no other nominations are offered, the Chair will close the nominations. If there is only one nominee, the Chair shall declare the nominee elected. If there are two or more nominees, the Board shall vote by a show of hands. A nominee must receive at least six votes to be elected.

#### **Minutes**

The Secretary may designate the State Board Administrator or other Department staff to take notes and prepare draft minutes of the meeting for the Secretary's review. The Secretary shall review, edit, and return the minutes to the State Board Administrator for final drafting and distribution to Board members. The minutes and all other Board records shall be maintained in the office of the Superintendent as required by IC 20-19-2-6. Approved minutes shall be posted on the Board's website within ten business days of the Board meeting at which the minutes were approved.

#### **Public Participation at Board Meetings** (Per the Policy adopted by the Board on 2/8/1996)

1. The State Board of Education shall, at its regular monthly business meeting, accept comment from any interested person on subjects related to the Board's responsibilities.
2. The Board shall not accept comments on specific adjudications that are governed by the

Administrative Orders and Procedures Act (Ind. Code 4-21.5) or by other statutory procedures that limit public participation. Persons who wish to participate in these proceedings may obtain procedural information from the Board office.

3. A person who desires to speak to the Board must register at the Board meeting room on the day of the meeting. Registration sheets shall customarily be available at least thirty (30) minutes prior to the start of the Board meeting, and registration shall close five (5) minutes before the start of the meeting. Required registration information shall include the name and address of the person providing the comments, the name of the organization (if any) that the person represents, and the topic to be discussed.
4. Public comments are subject to the following rules:
  - a. Statements are **limited to five (5) minutes** in length.
  - b. No person may speak more than once on the same topic.
  - c. Comments shall be directed to the Board, not to an individual Board member, and questions will not be entertained.
  - d. Statements shall not be abusive or argumentative, and persons making statements shall not debate statements made by other persons.
5. The Board chair shall enforce these rules and may, subject to appeal to the Board, take actions necessary to maintain order at the Board meeting. Such actions may include, but are not limited to:
  - a. interrupting a person making a statement if the statement is too lengthy, unduly repetitive or otherwise violates these rules; and
  - b. limiting the total amount of time devoted to public statements based on the number of persons wishing to make statements and the length of the Board's agenda.

#### **Public Comment Registration**

- When an individual registers to provide public comment, s/he will indicate on the sign-in sheet the specific agenda item on which s/he wishes to comment or that s/he will be making only general comments.
- Public comment on a specific agenda item will be taken at the time the agenda item is before the Board. General comments will be taken during the Public General Comment segment of the agenda.