

Governing Authority Meetings

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Public Meetings and Notification

Except as otherwise provided by these Policies or by law, Governing Authority Members must be in a Formal Meeting to take official action or to conduct official business. All formal meetings must comply with the requirements set forth in R.C. 121.22, Ohio's Open Meetings Law.

A Formal Meeting is defined under Ohio law to include any activity entered into by the Governing Authority or members of the Governing Authority for the purpose of conducting School business. A formal meeting is not defined to include a Governing Authority retreat, a professional development activity, or an interview session with someone other than a public official. Activities not considered a formal meeting do not need to comply with Ohio's Open Meetings Law.

Formal Meetings can be further classified into three (3) types: regularly scheduled meetings, special meetings, and emergency meetings. Each meeting has different notification requirements that must be adhered to by law.

Regularly Scheduled Meetings

A regularly scheduled meeting is conducted for the purpose of discussing and conducting regular or on-going School business. In order to ensure that every person can reasonably ascertain the date, time, and location of all regularly scheduled meetings, the following notification requirements shall be followed:

- at least once per year, the time, date, and location of all regularly scheduled meetings shall be published in a widely-circulated local newspaper;
- the date, time, and location of each regularly-scheduled meeting shall also be published on the School's website, if one exists; and
- the date and time of each regularly-scheduled meeting shall be posted at the meeting location.

Special Meetings

A Special Meeting is one which has been called for a particular purpose. For each special meeting, the following notification requirements shall be followed:

- any news media that has requested notification shall be notified no later than 24 hours in advance of the special meeting;
- the date and time of the special meeting shall be posted at the meeting location; and
- the time, date, and location of the special meeting shall be posted on the School's website, if one exists.

Emergency Meetings

An emergency meeting is one which has been called in response to a situation or circumstances constituting an emergency. With respect to emergency meetings, the following notification requirements shall be met:

- any news media that has requested notification shall be notified as soon as possible; and
- the date and time of the meeting shall be posted at the meeting location as soon as possible.

In addition to the aforementioned notification requirements, any individual may obtain reasonable advance notification of all meetings through either of the following methods:

- providing a valid e-mail address; or
- providing self-addressed and stamped envelope(s).

Ohio: R.C. 121.22.

Cross Reference: Policy 1570, Public Participation at Governing Authority Meetings; Policy, 6110 Visitors; Policy, 6210 Media Relations.

Executive Sessions

Under Ohio's Open Meetings Law, official School business must be conducted during a meeting that is open to the public. During an open meeting, there are times when the Governing Authority may enter an executive session. An executive session can be held during regularly scheduled, special, or emergency meetings and be entered in the following instances:

- considering the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee, or the investigation of charges or complaints against a public employee, unless the public employee requests a public hearing;
- considering the purchase of property for public purposes, or the sale of property at competitive bidding, if premature disclosure of information would give an unfair competitive or bargaining advantage to a person whose persona, private interest is adverse to the general public interest;
- conferencing with an attorney representing the Governing Authority concerning a dispute involving the Governing Authority that is the subject of pending or imminent court action;
- preparing for, participating in, or reviewing negotiations or bargaining sessions with public employees concerning compensation or other terms and conditions of employment;
- matters required to be kept confidential by federal law or regulations or state statutes or regulations; and
- details relative to the security arrangements and emergency response protocols for a public body or public office, if disclosure of the matters discussed could reasonably be expected to jeopardize the security of the School or the Governing Authority.

An executive session may be entered when the public meeting concludes and a Governing Authority Member makes a motion to enter an executive session. The Member shall state the purpose for entering an executive session. The motion must be seconded, and a majority of all Governing Authority Members present must then vote—via roll call—in favor of entering an executive session.

The minutes shall indicate the purpose stated for the executive session as well as the results of the vote. If the purpose of the executive session is the appointment, dismissal, or other action regarding a public employee, the minutes shall indicate the purpose of the executive session but need not include the name of the person to be considered.

All resolutions, rules, or formal actions of any kind undertaken during an executive session must be adopted in an open meeting to be valid. Any resolution, rule or formal action adopted in an open meeting pursuant to deliberations during an executive session will not be valid unless the executive session during which the deliberations occurred strictly complied with this policy.

Ohio: R.C. 121.22.

Parliamentary Procedure

The Governing Authority wishes to achieve of the following goals at each Governing Authority meeting:

- that the Governing Authority meeting proceeds in an organized and efficient manner;
- that the Governing Authority Members have the information necessary to participate fully and effectively in Governing Authority actions and discussions;
- that the meeting is conducted in a manner that is accessible and informative to the public; and
- that each decision made by the Governing Authority is determined strictly by its merits and not by any manipulations of the applicable procedural rules.

Accordingly, the Governing Authority shall use Robert's Rules of Order, Newly Revised, as modified by federal and state law, these Policies, the Code of Regulations, or any other ruling or order issued by the Governing Authority.

Method of Voting

Except as specifically required by statute, this Policy Manual, and the Code of Regulations, a motion shall be considered passed upon an affirmative majority vote of all Governing Authority Members *present*.

Governing Authority Members may abstain from voting. An abstention shall be considered and recorded as a vote in favor of the outcome, unless a certain number of votes is specifically required or the vote results in a tie, in which case the motion shall be deemed to have failed.

A vote may be conducted by a voice vote or a show of hands, unless a roll call vote is specifically requested or is required by statute, these Policies, or the Code of Regulations.

Minutes of the Governing Authority Meetings

The minutes are the only official record of the Governing Authority meeting. It is important that the minutes be recorded in a reasonably detailed format, so the public may understand the events of the meeting. Accordingly, the minutes of each Governing Authority meeting shall include:

- the time, date, and location of the meeting;
- the type of meeting (regularly scheduled, special, or emergency meeting);
- the names of all Governing Authority Members present at the meeting;
- any changes made to the minutes from the prior meeting;
- the topic and content of all discussions and deliberations;
- the results of any vote, as well as any other action taken by the Governing Authority; and
- any other information required to be included and available to the public pursuant to law, these Policies, or the Code of Regulations.

With respect to an executive session, the minutes shall include a general description of the topics discussed.

Within a reasonable time prior to each regularly scheduled Governing Authority meeting, each Governing Authority Member shall be provided with a copy of the minutes of the previous meeting so as to enable him/her to knowledgably vote on approving the minutes of the prior meeting. After the minutes of the previous Governing Authority meeting have been approved by a majority vote of the Governing Authority Members, the approved minutes shall be permanently kept on file in an official minute book in the School office.

Ohio: R.C. 121.22.

Attendance at Governing Authority Meetings

Governing Authority meetings are the primary method by which School business is conducted. Each Governing Authority Member is required to make every reasonable effort to attend all Governing Authority meetings. A Governing Authority Member will be removed if the Governing Authority Member fails to attend three (3) consecutive meetings or failure to attend five (5) meetings in one (1) year. The vacated position shall then be filled pursuant to Code of Regulations.

If a Governing Authority Member's ability to attend a meeting(s) is made unreasonable due to exceptional circumstances outside the Governing Authority Member's control, the Governing Authority Member may request, in writing, an attendance waiver for the meeting(s) missed. The requested attendance waiver will be voted upon at the next regularly scheduled meeting by all members present except the Governing Authority Member who requested the attendance waiver.

Cross-Reference: Policy 1450, Ethics and Conflicts of Interest Policy.

Public Participation at Governing Authority Meetings

The Governing Authority recognizes that public participation is an essential element in the effective operation of the School. Accordingly, members of the public are invited to attend and participate in Governing Authority Meetings. To ensure public participation is orderly and efficient, the School adopts the following rules.

Placing Items on the Agenda

Any proposed agenda topics shall be submitted in writing to the Head Administrator at least one (1) day in advance of the regularly scheduled Meeting. The written notification shall include individual's name, the individual's affiliation, a reasonably detailed description of the agenda topic, and the individual's contact information.

Public Participation Time Limit

The cumulative time limit for all public participation at any one (1) Governing Authority meeting shall not exceed twenty (20) minutes. Each statement or opinion shall not exceed two (2) minutes in length. No individual shall make more than one statement on the same topic unless and until all other members of the community wishing to express a statement or opinion about the topic have had an opportunity to do so.

Participation Procedure

Members of the community may not speak unless and until they are recognized by the presiding officer. Prior to presenting a statement or opinion, each member of the community, once recognized by the presiding officer, must state his/her name, address, and the name of any group with which he/she is affiliated, if any.

Preserving Order

To preserve order, the presiding officer may caution, limit, or exclude any statement that exceeds the two (2) minute time limit or any statement or opinion that the presiding officer deems to be inappropriate or offensive. Additionally, the presiding officer may require any individual to leave the Meeting if they are disruptive; and may temporarily adjourn the Meeting if the

- ask for assistance from law enforcement in removing any member of the community who refuses to comply with the reasonable demands of the presiding officer;
- temporarily adjourn the Governing Authority meeting if the behavior of the public attendants and participants makes it impossible or impractical to continue the meeting;

- disregard any of the aforementioned rules, so long as such waiver is not inconsistent with state statutes or regulations;
 - any individual intending to participate at a Governing Authority meeting shall so notify the Governing Authority upon their arrival at the Governing Authority meeting;
 - members of the community will be permitted to speak at a time indicated on the agenda, or at any other time during the Governing Authority meeting as permitted by the presiding officer;
- all questions, statements, and other statements from members of the community shall be addressed to the presiding officer and shall not be directed to any individual Governing Authority Member.

The School prohibits video recording at a Meeting unless the recording has been approved by the Head Administrator prior to the meeting. The Head Administrator shall approve and permit video recordings provided the video recorder does not create any type of obstacle or barrier between the Governing Authority Members and the public.

The Governing Authority has the authority and the discretion to formulate additional rules, so long as they are not in conflict with the state statutes, the aforementioned rules, or other Policies.

The presiding officer has the authority to ensure that these rules are followed, as well as to ensure that the Governing Authority meeting progresses in an orderly and efficient fashion.

Cross Reference: Policy 1510, Public Meetings and Notification; Policy 1530, Parliamentary Procedure; Policy 6110, Visitors; Policy 6210 Media Relations.