

# **KANAWHA COUNTY BOARD OF EDUCATION POLICY**

## **Series: A01 – Meetings**

**1.01 Philosophy.** The Kanawha County Board of Education believes local board meetings are significant events in the governance and operation of the Kanawha County School System. The Kanawha County Board of Education believes local board meetings should serve as a mechanism for citizens from all walks of life, representing many sides of public opinion, to observe elected board members in action and to attempt to influence the Board and its administration in the decision-making process affecting local schools. Local board meetings are our community-in-council.

**1.02 Regular Meetings.** Regular Board of Education meetings shall be held on the third Thursday of each month. The following agenda items shall receive attention: call to order; presentations; board member reports; delegations; approval of consent items; old business; new business; personnel; items for future agendas; and, adjournment. In the event the Board is unable to complete work on all agenda items and is unable to finish the meeting, the meeting will be recessed and continued to a subsequent time and date as may be determined by the Board at the time the meeting is recessed.

**1.03 Notice of Regular Meetings.** Notice of regular meetings shall be posted in a prominent place at the central office location and on the District's website in the form of an agenda at least three days prior to the meeting date. In calculating the three day period, the day of the meeting, Saturdays, Sundays and legal holidays are not counted. The notice shall indicate the time and place of the meeting. Copies of such notices shall be provided to the news media.

**1.04 Special Meetings.** The President or any three members of the Board may call special meetings of the Board of Education. No business shall be transacted other than that designated in the call. Delegation addresses shall be limited to business items designated in the call.

**1.05 Notice of Special Meetings.** Notice of special meetings shall be posted in a prominent place at the central office location and on the District's website in the form of an agenda at least two days prior to the meeting time. In calculating the two-day period, the day of the meeting, Saturdays, Sundays and legal holidays are not counted. The notice shall indicate the time, place and purpose of the meeting. Copies of such notice shall be provided to the news media.

**1.06 Emergency Meetings.** The notice provisions set forth in 1.05 may be waived in the event of an emergency requiring immediate official action.

**1.07 Delegations.** Persons who desire to address the Board of Education are required to register to address the Board no later than five minutes prior to the scheduled commencement of any regular or special meeting. Persons may register in person or by telephone at the Superintendent's office during business hours. The Superintendent shall develop and maintain a supply of registration forms. Such forms shall request at least the following information: name; mailing address; telephone number(s); a concise statement of the subject of the address; a list of Kanawha County Schools personnel who have been involved in the matter; and, a statement indicating the desired action of the Board. Persons who are registered to address the Board shall be permitted to make an oral presentation not exceeding five minutes in duration. Provided that

in the event more than fifteen persons register to speak each person's time will be limited to three minutes. Provided further, that persons may elect to yield their time to other speakers; however, no person shall be allotted more than ten minutes. In view of this time limitation, persons may wish to consider the submission of written materials to the Board either in lieu of or in addition to an oral presentation.

**1.08 Robert's Rules of Order.** Robert's Rules of Order, revised, shall be observed at all meetings of the Board, unless suspended by a unanimous vote of the members present and eligible to vote.

**1.09 Minutes.** The Superintendent shall record the official minutes of the Board. Such minutes shall be available to Board Members and the public within a reasonable time after a meeting and shall include at least the following:

- Date, time, and place of the meeting;
- The name of each member present;
- All motions, proposals, resolutions, orders, ordinances, and measures proposed, the name of the member proposing the same and their deposition; and,
- The results of all votes and, upon the request of a member, the vote of each member, by name.

**1.10 Executive Session.** The Board may call for an executive session, as appropriate. This must be done for one of the outlined reasons in the Open Meetings Act, W. Va. Code §6-9A-1 et seq., and pursuant to a motion which states the reason for going into Executive Session and a majority affirmative vote.

If a Board member is appearing at the meeting remotely, the Board member must confirm that they are in a location where the executive session meeting conversation cannot be heard by anyone other than the Board member. This confirmation must be done prior to going into executive session and on the record.

Reference: W. Va. Code §18-5-4; 6-9A-1 et seq.

Issued: 06.18.1987

Revised: 09.16.1999; 01.20.2005; 08.02.2021