

**Board Policy**

The Board of Trustees of Shelley Joint School District No. 60 must exert constant vigilance to assure that the District's constituents are fully informed of the actions of their elected officials. The vehicle most often used is the action of the Board in its meetings. The Board meeting then is most critical because it gives patrons a chance to monitor the Board's labors. In juxtaposition it also provides the format for handling the legal responsibilities of the Board. Board meetings should be direct and to the issues required for the members to conduct its business.

**Suggested Implementation Guidelines**

1. The Board of Trustees will comply with the legal requirements imposed upon meetings of this Board.
2. The Board will hold five (5) basic types of meetings:
  - A. Regular Meeting – This meeting is set at a time and place determined by the Board at its annual meeting as determined hereafter. Notice of dates and locations of meetings will be conspicuously posted at the School District Office, and provided annually to members of the press requesting information relative to meetings of the Board. (Idaho Code 33-510)
  - B. Work Session – Such a meeting will occur only upon call of the Board of Trustees, and may take one (1) of four (4) formats:
    - 1) Public Hearing – An open public forum to address a single pre-determined issue, with prior notice given consistent with policy. The Chairman will conduct such meeting determining at his/her discretion those who may speak to the issue, the time allotted, and the order of addressing the issue.
    - 2) Work Plan – This meeting is closed to any and all public input and is limited to discussion of the predetermined subject by Board Members and invited staff.
    - 3) Planning Session – A combination of public input and work plan formats, again addressing only one predetermined issue.
    - 4) Committee Hearing or Report – A data collecting or gathering procedure in which a committee may present its findings or employee(s) may present a status report to the Board.

## BOARD MEETINGS

In all cases, the meetings will be open to public and patrons. No action will be officially taken by the Board. The Board, however, may give direction to the Superintendent for development of an item for action at a subsequent regular or special meeting. (Idaho Code 67-2348)

- C. Special Meetings – Called by either the Board Chairman due to a circumstance requiring immediate action for the operation of the District, or the Board of Trustees in an open meeting by official action. Such a meeting will be strictly limited to agenda items requiring action, which necessitated the calling of the meeting. Official action will be taken on agenda items only.
- D. Executive Session – An executive session is a meeting closed to all public members, except by invitation of the Board. Such a meeting may be convened only upon the passage of a proper motion as provided in Section 67-2345 Idaho Code, in an open, regular, or special meeting. Such an executive session may, by motion, be held immediately after the motion is passed in an open meeting or at a specific time and place so specified in the motion. An executive session is only for matters in which the public interest would best be served by not discussing the matter in an open meeting. Such sessions may be called:
- 1) To consider hiring a public officer, employee, staff member or individual agent. (This does not apply to filling a vacancy in an elected office.)
  - 2) To consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent or public school student.
  - 3) To conduct deliberations concerning labor negotiations, or to acquire an interest in real property which is not owned by a public agency.
  - 4) To consider records that are exempt by law from public inspection.
  - 5) To consider preliminary negotiations involving matters of trade or commerce in which the governing body is in competition with other public or private governing bodies.
  - 6) To consider with its legal counsel impending litigation or public awareness of probable litigation.

No formal action will be taken in an executive session, although the Board has the right to chart a course of action, even to the point of who is to make and second motions. All action must be taken at a regular or special meeting open to the public.

BOARD MEETINGS

If a motion is passed to move to an executive session immediately from an open meeting, the Board will return to an open meeting to either formalize the action or to adjourn the meeting. (Idaho Code 67-2345, Idaho Code 67-2342)

- E. Annual Meeting – Consistent with Idaho Code 6A-33-510, an annual meeting of the Board shall be held on the date of the regular July meeting in each year. The Board will at that meeting determine the regular meetings of the Board of Trustees for a uniform day of a uniform week including dates, times and locations. The Board will also elect a chairman, vice chairman, clerk and treasurer. (The clerk and treasurer may be members of the Board or may be selected from among competent and responsible persons outside the membership of the Board.)
3. A quorum for the transaction of business of the Board of Trustees shall consist of a majority of the members of the Board. Unless otherwise provided by law, all questions shall be determined by a majority of the votes cast. The Chairman of the Board may vote in all cases.