

CHAPTER 2.00 - SCHOOL BOARD GOVERNANCE AND ORGANIZATION

BOARD MEETINGS

2.22

All Alexander City Board of Education meetings shall be open to the public, and all informal meetings and conferences involving Board members shall be conducted as public meetings unless specifically exempted by Alabama Statutes. The Alexander City Board of Education may take no official action at any time other than at an open meeting.

- I. Regular Alexander City Board of Education meetings shall be established at the organizational meeting held in June. The regular meeting date may be changed by Board action at any previous meeting or at the direction of the Superintendent and/or Board President, provided that each member is notified. When a meeting date is changed, the Superintendent shall take appropriate action to inform the public.
 - A. Special meetings shall be held at the time designated by the Superintendent, Board President, or when requested by two (2) Board members in written notice.
 - B. Emergency meetings may be held at any time by the Superintendent, either upon his/her initiative or upon the Board President's request. An emergency meeting may be called and the public shall be notified. Alexander City Board of Education members shall be given a tentative agenda during the notification.
- II. Regular, special, and emergency meetings of the Alexander City Board of Education shall be held in the regular Board meeting room, unless changed in the manner prescribed herein. Regular meetings are normally scheduled on the third (3rd) Tuesday of each month at 5:00 pm in the general office of the Board unless another place is designated in the call of the meeting. Occasionally, Board meetings may deviate from the third (3rd) Tuesday due to holidays and school breaks. Any regular or special meeting may be held at any other appropriate public place within the system by giving prior public notice.
- III. Board members shall receive notice of each regularly scheduled Board meeting, including an unapproved agenda, at least twenty-four (24) hours prior to regular Board meetings. The Superintendent shall, whenever possible, notify or cause to be notified, all Board members at least twenty-four (24) hours prior to special meetings.
- IV. All Alexander City Board of Education meetings shall be conducted in accordance with the latest edition of Roberts' *Standard Rules of Order*. A majority of the Board shall constitute a quorum for the transaction of business. An official act of the Board shall require a majority vote of the total membership. The President may discuss, make motions, second motions, and have a vote on all matters before the Board.
- V. Order of Business

The Board shall adhere to the following order of business when conducting regular meetings:

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- A. Call to order, welcome of visitors
 - B. Establish quorum
 - C. Additions or corrections to written agenda
 - D. Approval of agenda items
 - E. Approval of minutes
 - F. Consideration of specific agenda items
 - G. Administrator's reports
 - H. Adjourn
- VI. Participation Procedure
- A. All citizens are encouraged to attend open meetings of the Alexander City Board of Education.
 - B. Addressing the Board

Persons wishing to address the Board are to submit a written request five (5) days prior to the Board meeting. The request shall include (1) the reason for the need to address the Board, (2) the name of the person who will address the Board, and (3) the length of time necessary for the presentation. The Board President has the option to limit the speaker's time and determines the placement of the speaker on the meeting agenda.
 - C. Resolution Factors
 - 1. All school community residents are urged first to seek resolution with school employees directly involved and/or school administrators before requesting to be on the Board agenda.
 - 2. If a concern or concerns stated are not specific or resolution has not been attempted, the resident seeking resolution shall be referred back to school personnel before the Board can take action.
 - 3. To facilitate resolution, delegations are encouraged to meet with the Superintendent and Board President to outline problems.
 - 4. The Board may determine that they do not have the means to legislate or attempt resolution for a given concern and may vote to dismiss a given item as a valid Board business item.

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- V. A majority shall constitute a quorum for any Alexander City Board of Education meeting. Unless a majority is present, no meeting can be convened.
- VI. The official minutes of the Alexander City Board of Education shall be kept as prescribed by Alabama statutes. The minutes shall be kept in a safe place by the Superintendent and shall be made available by the Superintendent during the time the office is open to any citizen desiring to examine the minutes.

Only motions, resolutions, and the necessary information related thereto, the name of the person making the motion or submitting the resolution, the name of the person who seconds the motion, and the vote or action taken must be recorded. Other relevant information as determined by the Superintendent may be recorded.

- VII. The Alexander City Board of Education may vote in a legally called meeting and, upon approval of the majority of the whole Board, may hold executive sessions for specific purposes. Such purposes shall be limited to those involving the character or good name of a woman or man or pending litigation in which the Board is a party. Executive sessions shall be attended only by members of the Alexander City Board of Education, the Superintendent, counsel if necessary, and persons necessary to ensure due process for the individual discussion. All matters discussed by the Board in executive session shall be regarded as confidential by all persons in attendance and shall not be divulged to the public. No minutes shall be kept of executive session discussions. Nothing having the effect of regulation, policy or official action of any kind shall be decided in executive session.
- VIII. There shall be no representation by proxy of any Alexander City Board of Education member.
- IX. Public notice shall be given of the time, date, and place of Alexander City Board of Education meetings. Persons wishing to receive individual notice by email must notify the Superintendent in writing of their request. Persons requesting such notice shall be responsible for having a valid email address and are responsible for informing the Superintendent of any changes of address. The Board is not responsible for email that is not deliverable for whatever reason. The Superintendent may remove any address for which email is undeliverable via the Internet. The Superintendent shall establish a notification system for members of the public.

REFERENCE(S):

CODE OF ALABAMA
[16-11-5](#)
LEGISLATIVE ACTS 91-161, 93-536
LEGISLATIVE ACT 2005-40 (ALABAMA OPEN MEETINGS ACT)

HISTORY:

ADOPTED: 2006
REVISED: JULY 13, 2010
FORMERLY: 2.23, 2.301 through 2.306
REVISED: APRIL 17, 2018; JUNE 26, 2018