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| <p style="text-align: center;"><b>TUCSON UNIFIED</b><br/>SCHOOL DISTRICT</p> <p style="text-align: center;"><b>Tucson, Arizona</b></p> <p style="text-align: center;"><b>GOVERNING BOARD POLICY</b></p> | <p>POLICY TITLE: Board Meeting Agenda Posting and Organization</p> |
|   | <p>POLICY CODE: BEDB</p>   |

**Access to the Agenda**

The Governing Board agenda and the meeting notice will normally be posted for public review one week prior to the meeting. A Governing Board packet, which contains information about the agenda items and anticipated presentations, will normally be posted for public review when the agenda is posted.

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In unusual circumstances, new agenda items, or material revisions to already-posted items or their attached documentation, may be posted one to six days before the meeting.

In, but in no event shall the meeting notice and agenda be posted less than 24 hours prior to a meeting and must be posted at least 24 hours prior to the meeting except in case of an actual emergency or a recessed and resumed meeting as described in A.R.S. 38-431.02(D) (E). The notices will be posted in English and in Spanish on the TUSD website and in the posting cabinet at the front door of the TUSD administrative office, Morrow Education Center, 1010 East Tenth Street.

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The Governing Board may discuss, consider or make decisions only on matters listed on the agenda.

~~A Governing Board packet will normally be available for public review.~~

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In extraordinary circumstances, and within the limitations of the Open Meeting Law, material revisions to the documentation attached to already-posted items, or new documentation, may be posted in the last 24 hours before the meeting. ~~by 10 a.m. the day prior to the board meeting~~ Items that are posted or undergo substantive changes within the last 24 hours must have the notation "Late posting:" or "Late revision:" in the title of the link, preceding the description of the linked item.

The requirement for a "Late posting:" or "Late revision:" notation does not apply to non-substantive corrections of posted agenda items, such as correction of spelling or syntax or typographical errors, or minor revisions in format. ~~and will, in any event, be available no later than 24 hours prior to the board meeting. The agenda and packet will continue to be available during regular business hours until the start of the meeting and are subject to change up to 24 hours prior to the meeting.~~

Corrections to posted agenda documents may continue to occur after the meeting (e.g. to correct errors identified during the meeting), but all items are fixed 24 hours after meeting adjournment, with no further changes of any kind permitted.

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In accordance with a public records request, copies of agenda materials may also be obtained pursuant to Board Policy KDB – Public Information/ Public’s Right to Know – Freedom of Information.

Questions regarding board meeting agendas or materials may be directed to the Director of Staff Services, who will forward them to the Board President and Superintendent, or copy them on any replies, as appropriate.

## Order of Business

Unless the Board votes otherwise at a previous meeting, the posted order of business at each meeting shall be as listed below. The Board President has the discretion to set the sequence of items within each section, but the final sequence must be posted ~~; however the Board President can~~ 24 hours before the meeting, and the posted sequence is locked from that point. ~~reorder the items within a section at any time before the meeting begins. Any unposted changes should be announced at the start of the meeting.~~ A section may be omitted at a specific meeting because no submitted agenda items are in that category.

The Board President can set a sequence that deviates from the order of business listed below in certain cases. ~~-~~ If an Information or Study item contains information immediately relevant to a voting item that would otherwise appear earlier in the agenda, then the President can set the Information or Study item immediately before the voting item. If an item requires a presentation by someone traveling from outside Tucson or by someone who is not compensated by the district as a regular or outsourced employee or consultant, then the President can set that item earlier in the agenda than it could otherwise appear, according to the convenience of the presenter.

After the meeting begins, the Board may vote, at any time, to reorder items within or across sections, or to withdraw or postpone items to a future meeting. ~~A section may be omitted at a specific meeting because no submitted agenda items are in that category.~~

### Regular Meetings:

- Schedule an Executive Session
- Pledge Of Allegiance
- *Superintendent’s Report*
- Call To The Audience
- Committee Reports
- Consent Agenda
- Public Hearing
- Action Item(s)
- Study/Action Item(s)
- Information Item(s)
- Study Item(s)
- Future Meeting Dates and Agenda Items

### Special Meetings:

- Schedule an Executive Session
- Pledge Of Allegiance

- Awards and Recognitions
- *Superintendent's Report*
- Board Member Activity Reports
- Call to the Audience
- Committee Reports
- Consent Agenda
- Public Hearing
- Public Forum
- Action Item(s)
- Study/Action Item(s)
- Information Items
- Study Item(s)
- Future Meeting Dates and Agenda Items
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**Executive Sessions:**

Most Governing Board business is conducted in an open meeting as required by A.R.S. 38-431. Moving to an executive session, when the Governing Board will meet in private, requires a majority vote of board members in attendance, during either a regular or special meeting.

The Board may vote to hold an executive session for the purpose of obtaining legal advice from the Board's attorney on any matter listed on the agenda pursuant to A.R.S. 38-431.03(A)(3), so long as a statement to this effect is placed on the agenda for that meeting.

An executive session for any other purpose must be noticed as part of the Board's agenda. In that case, the notice must state the specific provision of law authorizing the executive session.

**Call to the Audience:**

Except for executive sessions, meetings with the Governing Board are open to the public. Members of the public may speak during the Call to the Audience. The Board President shall be responsible for recognizing speakers and for maintaining proper order by setting such appropriate limitations

- The Call to the Audience shall be for 45 minutes at Regular Board Meetings and 20 minutes at Special Board Meetings unless otherwise indicated on the agenda. Call to the Audience may be extended beyond the time listed on the agenda only by majority vote of the Board. Call to the Audience will normally be eliminated at meetings where the only action is to move into Executive Session.
- Public Comments
  - All speakers must complete the Call to the Audience form. The required information comprises the speaker's name and topic.
  - Speakers are advised to: state name and topic; be as brief as the subject permits; when possible, avoid repeating what a previous speaker stated.

- Each speaker is limited to three (3) minutes unless the President announces a shorter time at the beginning of the Call to the Audience.
- Board Comments
  - Members of the Board shall not discuss or take legal action on matters raised during a Call to the Audience unless the matters are properly noticed pursuant to A.R.S. § 38-431.01 (G).
  - At the conclusion of the Call to the Audience, the Governing Board President will ask if individual members wish to respond to criticism made by those who have addressed the Board, ask staff to review a matter, or ask that a matter be put on a future agenda.
  - When a Governing Board member has responded to an audience member's criticism, asked that a particular matter be reviewed by staff, or asked that a particular matter be put on a future agenda, he or she will not be recognized again until others who wish to speak have spoken.
  - At most two Board members shall address any single issue raised by the public during the audience call.

#### **Future Meeting Dates and Agenda Items:**

At this point in the agenda, the Board can change its schedule of meetings or place items on the agenda for future meetings. Board members should discuss only the merits of whether to make such a placement, not the merits of the future agenda item itself.

#### **Conduct of Meetings**

In matters of procedure not covered by law or Board policy, *Robert's Rules of Order*, shall govern, except that all motions must be seconded, and all action items shall require a motion.

A board member can raise a point of order at any time to prevent a violation of law or policy. Points of order should be directed to the Board President or the General Counsel.

The President will convene, adjourn, recess, and reconvene meetings.

Board members shall not bring cell phones to the dais. They may leave cell phones with the board staff and make arrangements to receive any urgent messages through the board staff.

The President shall recognize speakers and act to ensure that speakers are not interrupted. Where there is a division of opinion on a question, it is the President's responsibility to ensure that all viewpoints are fairly represented in the discussion.

The Clerk shall perform duties during the Board meetings as assigned by the President.

In the absence of the President, the Clerk shall serve as President of the Board. In the absence of the President and Clerk, Board members shall select a temporary president, which shall be recorded in the minutes.

After 10:00 p.m., the meetings will adjourn after the conclusion of the current agenda item, unless the meeting is extended by majority vote of the Board. Items that are not addressed due to adjournment at curfew are automatically placed on the agenda for the next meeting, unless the Board votes otherwise or the person who requested the item (Board member or superintendent) requests further postponement.

## **Motions**

The President may make or second motions and may vote on all motions.

Votes on all motions and resolutions shall be “Yes,” “No,” or “Abstain.” All motions except cloture shall be carried by a majority of the members present (either in person or by telephone) and voting. No vote is recorded for a member who is not present or has left the dais.

At the discretion of the President or at the request of a member, a roll call vote shall occur. In this case, the President votes last. The sequence of the other four votes shall rotate each quarter: the sequence is alphabetical in the first quarter of the calendar year, with the last voter becoming the first voter at each transition.

The minutes shall reflect who made and seconded each motion and each member’s vote on each motion.

A board member may make a procedural motion at any point in the meeting, when recognized by the Board President. A procedural motion affects only the conduct of the current meeting. Procedural motions include: changing the sequence of agenda items; entering executive session; extending the time limit for the audience call; extending the 10:00 p.m. curfew; temporarily suspending the rules of order; cloture.

A motion for cloture (to call the question) requires an immediate second and vote, with no discussion. A cloture motion requires a 2/3 majority vote for passage.

## **Seating**

The order of seating on the dais shall be: (acting) General Counsel / (acting) Superintendent / Board President / Clerk / Board member / Board member / Board member / student representative. The three Board member seats shall be assigned in order of seniority, with the most senior member having first choice; this assignment shall occur at the organizational meeting in January.

The seating arrangement can be changed at any time, by unanimous consent of all Board members.

## **Electronic Participation by Board Members**

A member of the Governing Board who cannot attend a public meeting or executive session may participate electronically (telephone or videoconference). A meeting can proceed only

if a quorum of the Board is present, either in person or electronically. A quorum is a majority (normally three) of the current board members.

The Governing Board will adhere to the following guidelines for electronic participation:

- The meeting notice and agenda should state that one or more Governing Board members will participate by telephonic or video communications;
- The Board President or presiding member shall ensure that any member participating electronically is identified by name and announce that he or she recognizes the voice as that of the participating member; and,
- The meeting minutes should identify the members participating electronically and describe the procedures followed to provide the public access to all communications during the meeting.

### **Accommodations for the Disabled**

Persons may request reasonable accommodations, such as a sign language interpreter or language interpretation, by contacting the TUSD Language Acquisition Department at (520) 225-4600. Requests should be made as early as possible to allow time to arrange the accommodation.

### **Emergency Meetings**

In the case of an actual emergency, the Governing Board, after giving such notice as is appropriate to the circumstances, may act on an emergency matter or call an emergency meeting in accordance with the requirements set out in A.R.S. 38-431.02. The emergency meeting shall follow the order of business for a special meeting. An emergency meeting shall be subsequently followed by the posting of a public notice within twenty-four (24) hours declaring that an emergency session has been held and setting forth the information specified by 38-431.02 Chapter 7 of the Arizona Agency Handbook shall be consulted for guidance when an emergency action or meeting is being considered.

Adopted: January 16, 2007  
Revision: September 21, 2011 [format adjustment only]  
Revision: October 26, 2011 [cross reference correction only]  
Revision: May 19, 2015  
Revision: April 25, 2017  
Revision: September 12, 2017

**LEGAL REF.:** A.R.S. 38-431 Public Meeting and Proceedings  
38-431.01 Open to the Public  
38-431.02 Notice of Meetings  
38-431.03 Executive Sessions

**CROSS REF:**

**Replaces TUSD Policy # 9300** Governing Board Meetings and Submitting Agenda Items