

<p><b>TUCSON UNIFIED</b> SCHOOL DISTRICT</p> <p>Tucson, Arizona</p> <p>GOVERNING BOARD POLICY</p>	POLICY TITLE: Board Meeting Agenda Posting and Organization
	POLICY CODE: BEDB

## Access to the Agenda

The Governing Board agenda and meeting notice will 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.

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

A Governing Board packet will normally be available for public review by 10 a.m. the day prior to the board meeting and will continue to be available during regular business hours until the start of the meeting. Agendas and packets are subject to change up to 24 hours prior to the meeting.

In accordance with a public records request, copies of materials may 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; however the Board President can 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. After the meeting begins, the Board may vote, at any time, to reorder items within or across sections. 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

**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. 38-431.03A)(3).

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 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 agendas of 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.

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 p.m., the meeting 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 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 with a disability may request a reasonable accommodation, such as a sign language interpreter, by contacting [name of designated agency contact person] at [telephone number and TDD telephone number]. 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

**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