

Article II.D. Board of Education Meetings

A. Conducting Meetings

1. The Board of Education of Granite school District (the Board) shall hold regular, public meetings, the times, dates, and locations of which shall be set by the Board. Board meetings shall be held within District boundaries except in cases of disaster or emergency as defined in Utah Code 53G-4-202.
2. Four members of the Board in a formally scheduled meeting compose a quorum with power to transact business.
3. Board meetings will be conducted with generally accepted parliamentary procedures except that the chair may participate in all votes. The president, or the vice-president if the president is absent, will serve in the capacity of the chair. Motions may be placed with the chair by any Board member and require a second from another Board member before calling for action.

B. Board of Education Meeting Agendas

1. The agenda for meetings of the Board will be prepared by the superintendent in consultation with the president of the Board or the vice-president if the president is unavailable. Board members will have the opportunity to suggest agenda items to the Board president
2. The superintendent will submit an agenda accompanied by necessary supporting data and information to the members of the Board at least three days prior to each meeting and copies of the agenda will also be distributed to representatives of the press or news media upon request. Copies of the agenda items will be available to anyone from the superintendent's office after 3:30 p.m. on the Friday preceding the regularly scheduled Board meeting.
3. Agenda items may not be presented at Board meetings by way of addendum except for emergencies pertaining to purchases, budget, safety, personnel, and potential damages to facilities or equipment.
4. Items such as minutes, purchases, leaves of absence, and financial reports are routinely included on the Board agenda.
5. The superintendent shall place an item on the agenda if directed to do so by a simple majority of Board excluding the Board president in writing at least six calendar days before a Board meeting.
6. Items having received final action by the Board may not be reconsidered within a calendar year unless:
  - a. a 2/3 majority of the Board votes for reconsideration of the item, or

- b. a Board established process or cycle establishes dates for consideration of the same or similar items (e.g. boundary review).

C. Board of Education Meeting Substance

1. The business of the Board shall include the following: roll call, minutes, old business, letters and communications, purchases, reports, and accounts payable.
2. The Board wishes to provide time for District patrons to discuss items that may not otherwise be on the agenda. Therefore, the Board has provided for “Citizen Participation Time” as a routine matter of agenda at regularly scheduled Board meetings. Citizen Participation Time shall not exceed 15 minutes, with individual presentations limited to five minutes (or fewer depending on the number of citizens who wish to participate).
  - a. Citizen Participation Time is dedicated for suggestions to the Board for improving District services, including suggestions regarding District policy.
  - b. Citizen Participation Time may not be used to air complaints concerning bidding, contracts, personnel matters; to criticize or defame District employees; or to make complaints for which other avenues for appeal exist.
  - c. Citizen Participation Time may not be used by employees or their representatives to circumvent formal communication channels or established grievance or negotiation procedures.
  - d. The Board need not allow repetition of the same issue.
  - e. Sign-ups for Citizen Participation Time are on a first-come basis and may be made in person or by telephone no later than 12:00 on the day of the Board meeting.
3. The Board shall receive educational and developmental reports periodically from the superintendent and District staff.
4. Reports from the Board to other agencies will be filed by the superintendent on or before the required time for submission of such reports. Reports not requiring signature of the Board members will be signed by the superintendent or by an authorized person responsible to the superintendent.
5. The Board will accept petitions and hold hearings at the pleasure of a majority of Board members. Petitions and requests for hearings must be submitted to the superintendent for presentation to the Board.

6. Requests or complaints from patrons of the District shall be submitted in writing for consideration of the Board.
7. Under appropriate circumstances, the Board may employ hearing officers to make findings, conclusions, and recommendations regarding personnel matters or other administrative matters requiring a third-party arbiter.
8. The Board may initiate or approve specific studies of its school system either by outside consultants or by members of the District staff.
9. Upon a majority vote of members present, any regular meeting may be adjourned or postponed to an appropriate time and place consistent with Utah Code 53G-4-202.
10. Closed meetings of the Board may be held upon the affirmative majority vote of members of the Board at an open meeting for which notice is given (Utah Code 52-4-4). Closed meetings may be held for any of the following purposes:
  - a. discussion of the character, professional competence, or physical or mental health of an individual;
  - b. strategy sessions to discuss collective bargaining;
  - c. strategy sessions to discuss pending or reasonably imminent litigation;
  - d. strategy sessions to discuss the purchase, exchange, or lease of real property;
  - e. discussion regarding deployment of security personnel, devices, or systems; and
  - f. investigative proceedings regarding allegations of criminal conduct.

C. Record of Board of Education Meeting

1. The Board Report published by the Communications Department and Board agendas will be posted at the District office and sent to schools on a regular basis for posting and cataloging for future reference.
2. All minutes of the meetings of the Board, after approval, are to be signed by the business administrator/treasurer and entered into the official book of minutes.
3. A member of the Board may request the reasons for any of the votes to be recorded and to have such reasons included in the minutes of the meetings.

D. Electronic Meetings

In order to facilitate Board member participation in Board meetings when physical presence is not possible, electronic meetings or participation via electronic means are expressly permitted pursuant to Utah Code 52-4-207.

1. Definitions

- a. “Anchor location” means the physical location from which the electronic meeting originates or from which the participants are connected.
- b. “Electronic meeting” means a meeting convened or conducted by means of a telephonic, telecommunications or computer conference.

2. Electronic Meeting Guidelines

- a. A quorum of the board of education shall be physically present at an anchor location for all meetings.
- b. Board members who wish to participate in a meeting by electronic means shall make reasonable efforts to notify the board president or vice-president no fewer than three days prior to the meeting in order for arrangements to be made for the electronic meeting.
- c. The Board president or vice-president shall make reasonable efforts to give notice of the electronic meeting to all other board members no fewer than 24-hours prior to the meeting, including a description of the electronic connection.
- d. The member’s electronic presence at a meeting shall be announced at the meeting and noted in the minutes.