

BOARD OPERATIONS

1. Meetings. All meetings shall be open to the public, except during properly convened executive sessions.
 - a. Regular meetings: Regular meetings of the Board shall be held on the first and third Tuesday of each calendar month at 5:00 p.m., beginning with a work session or regular meeting, unless canceled or postponed by action of the Board. Regular meetings may also be designated to begin at 7:00 p.m.
 - b. Special Meetings: Special meetings may be called by the Board president at any time and may be called upon the written request of a majority of Board members. The Board secretary shall deliver notice of the time, place, and purpose of a special meeting to Board members at least 24 hours in advance unless waived. Any member may waive notice and attendance at such meeting shall be deemed a waiver. No business other than that stated in the notice may be transacted unless all Board members are present and consent to consider and transact other business.

2. Executive Sessions. At any regular or special meeting, the Board may proceed into executive session upon a two-thirds vote of the quorum present. Only those persons invited by the Board may attend the executive session.
 - a. Topics to be considered in an executive session shall be limited to those authorized by law. Prior to convening in executive session, the Board president shall announce the specific statutory citation authorizing the Board to meet in executive session and shall identify the particular matter to be discussed in as much detail as possible without compromising the purpose of the executive session.
 - b. The Board shall not make any final policy decisions nor shall any resolution, policy, or regulation be adopted or approved nor shall any formal action of any kind be taken during any executive session, except for the review, approval, and amendment of the minutes of an executive session.
 - c. All matters discussed in executive session shall remain confidential among those attending.

3. Notification of Board Meetings. At its first regular meeting of the calendar year, the Board shall designate the public place or places at which notice of all Board meetings shall be posted. In the event such action is not taken annually, the designated public places used in the previous year shall continue as the official posting sites.
 - a. At a minimum, in the absence of an emergency, the Board shall cause notice of regular and special meetings and work sessions to be posted at the designated public place no less than 24 hours prior to the meeting.
 - b. The superintendent shall mail the agenda, together with meeting materials and the minutes of the last regular meeting, to Board members no later than 72 hours before the next regular meeting.
4. Quorum. Four Board members shall constitute a quorum. A majority of the quorum present shall be necessary to adopt or amend any motion or resolution, except that two-thirds of the quorum present is required to convene an executive session or to suspend these operational rules and a majority of the whole Board shall be required to amend these rules.
5. Motions. No motion shall be debated until it has been seconded and placed before the Board by the president. Any motion may be modified by the mover, with the consent of the second, at any time before amendment, decision, or voting.
6. Recognition - Speaking. No member wishing to speak, debate, give a notice, make a motion, submit a report, or for any other purpose, shall proceed until the member shall have addressed the president and shall have been recognized.
7. Voting Method. All voting shall be by roll call with each member present voting “aye” or “no” alphabetically. A member may abstain from voting only if excused by the Board for good cause or in the case of a conflict of interest.
 - a. Any Board member will be permitted to explain his or her vote. A record of such explanation, however, shall not be included in the minutes in the absence of separate approval by a majority of the Board.

- b. A Board member may not vote on matters under consideration unless the Board member is physically present at the meeting. Board members, however, may participate in the discussion and may vote contemporaneously by telephone on amendments to this policy concerning Board operations, the appointment of members to fill Board vacancies, and the appointment of a superintendent.
8. Minutes of Board Meeting. The official minutes of all Board meetings shall be signed by the Board secretary, retained as a permanent record of the District, and open for public inspection at the central administrative office of the District during reasonable business hours. The minutes shall not be deemed to be official until approved by the Board. The minutes of a meeting shall contain the following:
- a. The nature of the meeting, whether regular or special; time and place; members present; approval of the minutes of the preceding meeting or meetings.
 - b. A record of all actions taken by the Board; the motion; the name of the member making the motion and seconding it; the record of the vote, with the vote of each member recorded. Reports and documents related to a formal motion or resolution may be omitted if they are referred to by title and date.
 - c. A record that an executive session was held, the specific statutory citation(s) authorizing the Board to meet in executive session, the particular matter(s) discussed, and the names of those present.
 - d. A record of persons making presentations to the Board. Verbatim comments of speakers, listing of letters received, etc. should not be included unless they serve a useful purpose or are otherwise approved for inclusion in the record by majority vote of the Board.
9. Minutes of Executive Session. The official minutes of an executive session shall be recorded and retained by the District in accordance with applicable law.

10. Board Requests for Information.
 - a. Board members shall have access to all school records at all times.
 - b. All requests for records or documents by Board members shall be made to the superintendent or the custodian of the record, or the designee of either.
 - c. Individual Board members should not request the superintendent or the custodian of records or their respective staffs to engage in research projects or compilation of data requiring staff time which is estimated to require more than three hours. If more than three hours of staff time will be required, the request should be approved by the Board itself.

11. Amendment or Suspension of Rules.
 - a. These operational rules, or any part thereof, may be amended, repealed, altered, or rescinded by the majority vote of all members of the whole Board, provided that at least one week's prior notice of the proposed action has been given at a regular meeting of the Board.
 - b. Any amendment of these operational rules shall, after the notice required above, be filed as a motion requiring first and second consideration by the Board.
 - c. These rules, or any part thereof, may be suspended by a two-thirds vote of all members present.

12. Robert's Rules of Order. Except as otherwise provided by state law or Board policies, any matter not covered by these operational rules shall be governed by Robert's Rules of Order, Newly Revised or, if not covered by Robert's Rules, by the decision of the president, subject to the right of appeal by any member.

Adopted prior to 1974

Revised: date of manual adoption

Revised: November 19, 2002

Revised: October 5, 2004

LEGAL REFS.:

C.R.S. 22-32-106

C.R.S. 22-32-108

C.R.S. 22-32-109(1)(e)

C.R.S. 24-6-402

C.R.S. 29-9-101

CROSS REFS.:

GP 3.2, Board President Responsibilities

GP 3.4.2, Doing

Douglas County School District Re. 1, Castle Rock, Colorado