

POLICY	BOARD OF EDUCATION OF FREDERICK COUNTY, MARYLAND	
MEETINGS	POLICY 102	
102.1 Public Meetings 102.2 Meeting Agendas 102.3 Meetings 102.4 Conduct of Meetings 102.5 Annual Evaluation and Retreat 102.6 Joint Meetings of the Board 102.7 Open Meetings Act		

Purpose: The Board of Education (Board) values the importance of keeping the public apprised of its regular meetings, providing the opportunity for input, and ensuring compliance with provisions of the Open Meetings Act.

102.1 Public Meetings

- A. Except when such dates conflict with holidays or other events, the Board meets regularly on the second and fourth Wednesday of each month. Each December the Board will adopt a meeting schedule for the upcoming school year. The Board may also hold special meetings as required. Special meetings shall be called by the president and secretary, or by a majority of the Board.
- B. All business shall be conducted in meetings open to the public, except for matters that may be conducted in closed session in accordance with Maryland law.

102.2 Meeting Agendas

- A. In accordance with provisions as outlined in 'B' of this section, the Superintendent shall prepare an agenda for each meeting after consultation with the Board. The agenda shall be distributed to Board members, the public, staff and the media in advance in accordance with Maryland law. The Board will endeavor to make the agenda as accessible as possible for the public.
- B. Agenda items shall include matters proposed by the Superintendent, as well as issues of concern to the Board. The Board shall set aside time during each meeting for open discussion and prioritization of potential future agenda items. An item shall be placed on the list of future agenda topics if at least three members of the Board agree to include that item.

102.3 Meetings

A. Meeting Format

It is an expectation that Board members be present at scheduled meetings. However, exceptions may be made to allow a Board member to be present via a conference call or video conference. When the Board member participates electronically, the member will be considered present and counted as present for purposes of convening a quorum. The Board's executive assistant will document it in the minutes when members participate in the meeting electronically.

B. Regular Meeting Agenda

The Board will meet in the afternoon of the designated meeting dates, as needed, to discuss items as identified by the Board and the Superintendent. The Board will then recess for dinner and will reconvene by 6:00 p.m. The Board will use the following agenda format as a guideline for its evening meeting, reserving the right to alter as the needs of the Board require:

1. Call to Order
2. Pledge of Allegiance
3. Approval of Agenda
4. Closed Session Announcement
5. Approval of Minutes
6. Public Comment
7. Student Member Comments
8. Superintendent Comments
9. Board Comments
10. Action Items/Consent
11. Board Items
 - Business
 - Policy
 - Strategic Plan
12. Setting Future Meeting Agenda
13. Committee Reports/Legislative Update
14. Adjournment

102.4 Conduct of Meetings

A. All Board meetings will be conducted in an orderly and businesslike manner using *Roberts Rules of Order (Revised)* as a guide, except when such rules are superseded by Board policy or Maryland law.

B. Quorum and Number of Votes Needed for Action

Four members of the Board shall constitute a quorum. Motions or resolutions may be adopted only with the concurrence of an absolute majority (four votes) of the Board. In the event there is a disqualification of one or more members because of a conflict of interest, and the disqualification results in less than a quorum, the disqualified person(s) shall disclose the nature and circumstances

of the conflict to the Board and may subsequently participate if necessary to take public action on the item.

C. Public Comment

The Board welcomes and encourages public comment and will designate opportunity for public comment at each of its regular meetings. Adjustments to time allowed for public comment will be made by the Board. Depending on the agenda and time available, the Board may allow limited public comment at its work session.

The Board will provide a maximum of 30 minutes for public comment at its meeting. If more people wish to speak than time allows, public comment shall continue at the discretion of the Board.

With the exception of confidential matters, citizens may speak about matters relating to the school system. If individuals have specific concerns relating to actions of staff members, such concerns may be communicated to the Superintendent. For those persons wishing to speak, the Board will provide the opportunity to sign up for public comment 30 minutes prior to the start of the regular evening meeting. Speakers will be asked to provide the following information: (1) name, (2) topic(s) to be discussed, and (3) whether the speaker is speaking as an individual or representing an organization.

In order to have an orderly presentation of comments by the public, the following procedures apply:

1. Comments are limited to three minutes per speaker. One individual per organization will be allotted five minutes for comments. Staff monitors time through use of a timer. When the allotted time expires, the speaker is permitted to complete a sentence. The speaker must then return to the audience.
2. The speaker may not discuss personnel matters or comment on issues pending in appeals to a local Board or to the State Board.
3. Individuals are permitted to submit written comments to Board members.
4. If any individual fails to comply with these procedures, the Board president may order the person to leave the public meeting, adjourn the meeting, or may take such further action as necessary to ensure compliance with these procedures.
5. Efforts will be made to follow-up as appropriate.

102.5 Annual Evaluation and Retreat

The Board shall hold a separate meeting each year, at a time and place to be determined by the Board, for the purpose of self-evaluation. During this meeting, the Board will evaluate its own performance for the prior year, and will discuss strategies to improve the effectiveness of the Board.

102.6 Joint Meetings of the Board

To facilitate communication and promote strong relationship with funding authorities, other governmental units and educational agencies, the Board shall schedule meetings accordingly to discuss items of mutual concern.

102.7 Open Meetings Act

The Board complies with Maryland law as it relates to meeting structure and required training requirements of the Maryland Open Meetings Act.

Legal Reference	§ 3-5B-04, Education Article, <i>Annotated Code of Maryland</i>		
	§ 3-101(d-1), § 3-204(d)(e) § 3-211 and § 3-213, General Provisions Article, <i>Annotated Code of Maryland</i>		
	COMAR 13A.02.01.01 "Meetings"		
Source Document	Open Meetings Act – Annual Reporting Requirement, Web Site Postings, and Training (HB 880/SB 450)		
Policy History	Reviewed 2017	Adopted 3/10/10	Revised 9/27/17