

Community Learning Center Schools

Board Governance Guidelines for

ACLCL/Nea/CLCS Regular and Special Board Meetings

Regular Meetings

Regular Board meetings will be held consistent with the Board meeting calendar, established each year by the Lead Facilitator and/or Executive Director and reviewed by each respective Board.

Special Meetings

Special Meetings may be called on an as-needed basis, consistent with legal requirements.

Meeting Notifications

Not later than 72 hours prior to a regular meeting, and no less than twenty-four (24) hours prior to a Special Meeting, the Lead Facilitator or Executive Director will provide notice of the time and place of the meeting, as well as the agenda to all Board and community members. Agendas will also be posted in a location visible to the public.

Meetings Open To The Public

1. Open Session: All meetings of the Board are open to the public, except for closed sessions, as authorized by law.
2. Any person may address the Board concerning any item on the agenda and may, at the discretion of the Board, be granted up to three minutes to make a presentation to the Board at the time the specific item is under discussion. The President of the Board may grant additional time for an individual to address the Board if circumstances permit. The total time devoted to presentations to the Board on agenda items will not exceed ten minutes, unless the Board grants additional time. If repetitive points are raised, the President may curtail individual presentations, particularly if the total allotted time will be exceeded.
3. Prior to the formal discussion and/or consideration of action of an agenda item, the Board will hear all presentations.
4. The public may address the Board on any item not listed on the Board meeting agenda. Speakers will be limited to three minutes. No more than ten minutes will be devoted to all non-agenda items at a regular meeting. The President may disallow a request to address the Board if repetitive of other speakers, or if the speaker seeks to make a presentation that s/he or another speaker has made at a previous meeting, particularly if the total allotted time will be exceeded.
5. Members of the public wishing Board action on an item are encouraged to request placement of the issue on the Board agenda by contacting the Board President.

Rather than presenting the matter during the public comment portion of the Board meeting, communicating directly with the Board President will facilitate discussion and expedite resolution.

6. Members of the public attempting to make complaints or charges against a School employee before the Board in open session will be referred to the appropriate staff for the purpose of receiving a complaint form and filing a complaint under the School's established complaint procedures.
7. Disturbance of Meetings: Any person who willfully disturbs any Board meeting will be asked to leave immediately and may be guilty of a misdemeanor punishable by law.
8. Requests to Address the Board: Members of the public seeking to address the Board during the public comment portion of the meeting, should complete a "Request to Speak" form, located in the Board meeting room. The completed form will be provided to the Board President or Secretary.

Board Meeting Minutes

The minutes of open session meetings of the Board will record all motions, show the names of Board members making and seconding motions and state the vote upon the motion. Minutes will also record resolutions, recommendations from administration, and the substance of the Board's discussion and/or summaries of statements pertinent to Board's business made by members of the staff or public during open session. Votes taken in closed session will also be reflected in the minutes.

Board meeting minutes will be approved by the Board during the subsequent meeting, and approved minutes will be posted on the respective Board's website for public access.

Quorum Requirements

A majority of the voting members of the Board constitutes a quorum, which is necessary for the Board to hold a meeting and transact business. In order for motions to pass, positive action by at least a majority of the Board is required. Should there be less than a majority of the Board present at any meeting, the meeting will be adjourned.