

## **BYLAWS OF THE BOARD**

### **Procedures for Meetings**

#### A. Notification to Members

No notification of regular meetings is required beyond the mailing or delivery of the agenda for the meeting. Members of the board shall be informed of the date, time, and place of any special meeting by written notice mailed not less than 72 hours prior to the meeting or by delivery of said notice to members personally or by leaving the notice at each member's residence at least 24 hours prior to the meeting.

#### B. Agenda

Board members' agenda shall be accompanied by the unapproved minutes of previous open meetings, superintendent's recommendations, and other materials pertinent to items on the agenda or which may be useful to the members. The agenda shall serve as a guide for the order of procedure for the meeting; however, the order of business may be altered at any meeting at the discretion of the president. (Included in policy 9365)

#### C. Rules of Order

The board shall be governed by rules of procedure as adopted by the board. Board meetings will be guided by Robert's Rules of Order. The procedure used by the presiding officer shall ensure that minority viewpoints are heard and participants are treated fairly.

#### D. Minutes

The secretary of the board or designee shall keep minutes of every meeting of the board. The minutes shall include the date, time, place, members present, members absent, all decisions made at open meetings; and the purpose or purposes for which closed sessions are called, all roll call votes, and a reference to reports presented and items discussed when no action is taken. The number of affirmative votes and the number of negative votes shall be recorded for each motion on which the board renders a vote. The name of each board member casting a roll call vote shall be recorded along with his/her vote (i.e., yea or nay). If a board member abstains from voting, the minutes shall state the name of the abstaining board member and note "abstain," which shall not be considered a vote with the majority. The minutes shall also contain a record of those speaking during public comment portions of the meeting and the topic on which they spoke.

**The board secretary shall not include in or with the minutes of any meeting any personally identifiable information on any student of the district which, if released, would prevent the public body from complying with the Family Educational Rights and Privacy Act of 1974.**

The proposed minutes shall be furnished to each member of the board prior to the meeting at which they are to be approved. Corrections in the minutes may be made by board members at the meeting at which they are approved. The official minutes shall be

authenticated by signature of the board secretary and shall be maintained in an official minute book located in the offices of the board.

Proposed and approved minutes of an open meeting of the board shall be made available for public inspection in accordance with applicable law and regulation. Copies of proposed minutes of an open meeting shall be provided upon request to members of the public within eight business days of the meeting and copies of approved minutes within five business days of the meeting at which they were approved. Copies of minutes shall be available upon request at a cost to cover the expense of duplication as set by the board and in accordance with the Michigan Freedom of Information Act.

Closed sessions shall be recorded in separate minutes, which shall not be a matter of public record except as provided in accordance with the Open Meetings Act.

Reference:

Open Meetings Act, FERPA, Michigan Freedom of Information Act

M.C.L.A. 380.11a; 380.1201; 380.1202; 15.269

Attorney General Opinion #6353

Board Policies:

9362 Time and Place of Board Meetings

9365 Agenda

Policy

Adopted: 05-09-77

Amended: 06-23-14

Reviewed:

Okemos Public Schools

Okemos, Michigan