1.14 BOARD OF EDUCATION MEETINGS

Meetings of the Board of Education, whether organizational, regular, or special, shall be open to the public at all times. A meeting is any prearranged discussion of the public business by a majority of the members of the Board of Education. Minutes of the proceedings shall be promptly recorded and are public documents, open to the public for inspection. These requirements do not preclude the Board from conducting executive sessions as authorized by O.R.C. §121.22. However, no official business may be transacted except in open meetings, which the public may attend.

Annual Organizational Meeting

The Board shall hold its annual organizational meeting during the first fifteen (15) days of January of each year for the following purposes:

A. To elect one of its members as President.
B. To elect one of its members as Vice-President.
C. To elect a Treasurer when required.
D. To adopt the temporary appropriation.
E. To fix the time and place for regular meetings to be held during the year.
F. To transact other business that properly comes before the Board or that is required by law.
G. To review the Board's memberships in organizations.
H. To establish the service fund.

The immediate past President of the Board shall preside at the annual organizational meeting for the purpose of calling the meeting to order and electing a new President. In the event the immediate past President of the Board is not in attendance at the annual organizational meeting, the Treasurer of the Board shall preside. The Treasurer of the Board shall canvass the members of the new Board no later than December 31 to establish the day of the organizational meeting.

Regular Meetings

The date, time, and place of all regular meetings of the Board of Education shall be established at the organizational meeting. The Board shall hold regular meetings at least once every two (2) months as required by law. The Board may change the date, time, and/or place of any regular meeting, and the Treasurer shall take appropriate steps to inform the public and media of the change within a reasonable time preceding the meeting. The President of the Board shall appoint all committees as needs arise and shall appoint the chairperson.

In case of death, resignation, or inability to act of any member of a committee during his/her term of service, the President of the Board may appoint a substitute who shall act during the unexpired term caused by the vacancy.

The duties of committees, if appointed, shall be advisory only and not executive. Each committee shall have the power to investigate, to consider all information, and to make recommendations to the Board.

Findings and recommendations of all committees shall be reported to the Board and shall not be binding until formally approved by the Board. If the Treasurer is absent from any of the meetings of the Board of Education, the Board shall choose one of its members to serve in his/her place

pro tempore. A Treasurer Pro Tempore shall be appointed by a majority of the members of the Board of Education upon determining the Treasurer is incapacitated in such a manner that he/she is unable to perform the duties of that office. Such incapacity shall be determined in one of the following ways:

A. At the request of the Treasurer if the Treasurer is absent with pay by reason of personal illness, injury, or exposure to a contagious disease which could be communicated to others.
B. Upon the certification of the attending physician that the Treasurer is unable to perform the duties of the office of Treasurer and such Treasurer is absent without pay by reason of personal illness, injury, or exposure to a contagious disease which could be communicated to others.
C. Upon the determination of a referee pursuant to O.R.C. §3319.16 that the Treasurer is unable to perform the duties of the office of Treasurer and such Treasurer is absent with pay by reason of personal illness, injury, or exposure to a contagious disease which could be communicated to others.
D. Upon the granting of a leave of absence, without pay, requested by the Treasurer by reason of illness, injury or other disability of the Treasurer.
E. Upon the placing of the Treasurer upon an unrequested leave of absence without pay by reason of illness or other disability of the Treasurer pursuant to O.R.C. §3319.13.

During this period of incapacity, the Treasurer shall:

A. (One of the following):

1. At his or her request, be placed on sick leave, with pay, not to exceed the amount of his/her accumulated but unused sick leave and any advancement of such sick leave which may be authorized by Board policy.
2. At his or her request, or without such request, pursuant to O.R.C. §3319.13, be placed on a leave of absence without pay.

B. The leave provided in subsection A.1. or 2. above shall not extend beyond the contract or term of office of the Treasurer.

Special Meetings

A special meeting of the Board of Education may be called by the President, by the Treasurer, or by any two (2) members, by serving a written notice of the time, place and matters to be discussed at such meeting upon each member of the Board, at least two (2) days prior to the date of such meeting. Such notice must be signed by the official or members calling the meeting. No other business than that for which the meeting was called shall be considered unless all members of the Board are present and agree to such consideration. The Treasurer shall take appropriate steps to inform the public and media of the special meeting at least twenty-four (24) hours in advance.

Work Sessions

The Board of Education reserves the right to call work and discussion sessions as required. No Board of Education final action will be taken at these sessions. These sessions shall be held in accordance with the provisions of O.R.C. §121.22.

Emergency Meetings

In the event of an emergency, a meeting may be called, and the Treasurer shall notify the news media immediately of the time, place, and purpose of the meeting.

Executive Sessions

The Board may enter into an executive session as a committee of the whole, open only to such persons, other than the members thereof, as the Board may direct, only after a majority of the quorum of the Board determines, by a roll call vote, to hold such a session. The motion shall state the purpose(s) for the executive session. No business of any nature shall be transacted in an executive session, and the meeting must be reconvened before adjournment. The minutes of the meeting shall reflect only the general subject area of discussions held in executive session.

An executive session may be held only at a regular or special meeting for the sole purpose of the consideration of any of the following matters:

(1) The appointment, employment, dismissal, discipline, promotion, demotion, or compensation of an employee or official, or the investigation of charges or complaints against an employee, official, or regulated individual, unless the employee, official, or regulated individual requests a public hearing. If the Board holds an executive session under this provision, the motion and vote to hold the executive session shall state the specific purpose(s) for which the executive session is being held, but need not include the name of any person to be considered at the meeting;

(2) To consider the purchase of property for public purposes or the sale of property at competitive bidding if premature disclosure of information would give an unfair advantage to a person whose personal interest is adverse to the general public interest;

(3) Conferences with an attorney concerning disputes which are the subject of pending or imminent court action;

(4) Preparing for, conducting, or reviewing negotiations or bargaining sessions with employees;

(5) Matters required to be kept confidential by federal law or state statutes;

(6) Details relative to the security arrangements and emergency response protocols for a public body or a public office, if disclosure of the matters discussed could reasonably be expected to jeopardize the security of the public body or public office;

(7) To consider confidential information related to the marketing plans, specific business strategy, production techniques, trade secrets, or personal financial statements of an applicant for economic development assistance, or to negotiations with other political subdivisions respecting requests for economic development assistance, provided that both of the following conditions apply:

    (a) The information is directly related to a request for economic development assistance that is to be provided or administered under any provision of Chapter 715., 725., 1724., or 1728. or sections 701.07, 3735.67 to 3735.70, 5709.40 to 5709.43, 5709.61 to 5709.69, 5709.73 to 5709.75, or 5709.77 to 5709.81 of the

Revised Code, or that involves public infrastructure improvements or the extension of utility services that are directly related to an economic development project.

(b) A unanimous quorum of the Board determines, by a roll call vote, that the executive session is necessary to protect the interests of the applicant or the possible investment or expenditure of public funds to be made in connection with the economic development project.

Matters discussed during an executive session are to be considered confidential. No present or former member or employee of the Board shall disclose or use, without proper authorization, any information acquired during the course of any executive session.

No official action shall be taken at executive sessions except as may be required by law. In order to take final action in any matter discussed in executive session, the Board shall reconvene to open session.

Agenda Preparation and Dissemination

The Superintendent and his/her staff, in cooperation with the Board President, shall prepare all the agendas for the Board of Education.

The agenda, together with supporting materials, should be distributed to the Board of Education members prior to the Board meeting to permit them to give items of business careful consideration.

The Board may use a consent agenda to deal with routine business items.

Quorum

Three (3) or more of the members of the Board shall constitute a legal quorum for the transaction of business at any meeting. If a quorum is not present, no official action can be taken. Except as otherwise required by law, these policies, or parliamentary authority, a majority vote of those members present and voting shall be sufficient to transact business. A member of the Board must be physically present at the meeting in order to be counted as part of the quorum.

Voting

On a motion to adopt a resolution authorizing the purchase or sale of real or personal property, the employment of all personnel, the election or appointment of an officer, the payment of any debt or claim, or the adoption of any textbooks, the Treasurer of the Board shall publicly call the roll of the members composing the Board and enter into the records the names of those voting "aye" and the names of those voting "no." If a majority of the full membership of the Board vote "aye," the President shall declare the motion carried. A member of the Board must be physically present at a meeting in order to vote.

Rules of Order

Except as otherwise provided by law, by regulation of the Ohio Department of Education or by the Board, meetings of the Board shall be conducted in accordance with the most recent edition of Roberts Rules of Order, Revised.

Amendments, alterations, corrections or repeal of the rules may be made, or their operation may be suspended at any regular or special meeting of the Board by a vote of two-thirds of all members of the Board who are present.

Minutes of Proceedings

An accurate set of minutes of each Board meeting shall be kept by the Treasurer, which shall be open at all reasonable times to public inspection.