

Meeting Procedures

Effective board meetings begin with proper preparation and planning. The board may have written operating procedures defined in policy; however, if board policy fails to provide direction, it is important for the president to initiate a discussion with the board and superintendent about meeting procedures. This should be done as soon as possible when a new president is elected or when new members join the board. The board should discuss and agree on procedures for preparing for meetings as well as procedures for conducting business during the meeting. The agreements should be written down so board members can refer to them in the future and they can be shared with future board members. The following questions can provide a basis for this discussion.

- How and by when must a board member submit a request in order to have an item included in the agenda?
- What background material will be prepared for a typical agenda item? How will it be presented, and when it will be distributed?
- How should board members request additional information they need about agenda items?
- How can board members ask questions they have about agenda items prior to the meeting?
- How should the president manage discussion, questions, and time limits in the meeting?
- What voting method(s) will be used?
- How will members be recognized to speak?
- How and when will the board conduct closed sessions?
- How should board members and the superintendent behave or respond to speakers during the public comment section of a board meeting?
- How should board members respond to the public or media following a controversial vote?
- Who will serve as the designated spokesperson for the board? For the district? How will he or she interact with the public and media?