

## **Section B: School Board Governance and Operations**

### **BEDA BY-LAWS**

**REGULAR MEETINGS** Regular meetings of the Board shall be held on the 4<sup>th</sup> Wednesday of each month. Board meetings which fall on a holiday or school vacation day may be re-scheduled at a preceding monthly meeting.

Meetings will be held at a place and time designated by the Board Chair. Board members may attend meetings via video-conferencing and have all rights as those attending in person. Minutes must record which members are attending via video. The election of officers and committee members will be on the agenda for the August meeting.

**SPECIAL MEETINGS** Special meetings may be called at any time by the Board Chair or Director or by joint action of any 9 Board members with total weighted vote of 501 or more. Written notice, when practical, shall be given each Board member at least five (5) calendar days in advance of such meeting. The media will also receive notice in the same manner as the Board.

**QUORUM** 9 members with a total weighted vote of 501 shall constitute a quorum for the transaction of business.

**AGENDA** The agenda shall be distributed by the Director to Board members at least five (5) calendar days prior to the day of the meeting.

Cooperative Board members may request items on the agenda by contacting either the Chair of the Cooperative Board or the Director ten (10) calendar days prior to the scheduled meeting.

Non-agenda items may be introduced as agenda adjustments by the Chair or Director. The Cooperative Board may consider introduced items, or defer to a future board meeting.

**EXECUTIVE SESSION** A 3/5 vote of the Board members present is required for executive session. No official action shall be taken in executive session. Executive session will comply with State Statutes.

**MINUTES OF MEETING** Minutes consisting of a complete and accurate summary of each Board meeting and its actions shall be the responsibility of the Director. A copy of the minutes of each regular and special meeting shall be distributed to each Board member prior to the next regularly scheduled board meeting. The Superintendents Advisory Committee will receive a copy of said minutes. At the next regular meeting, the Board shall approve the minutes after correction of any errors or omissions.

Minutes of all meetings are open to public inspection.

**PROCEDURES** All meetings will be conducted by Robert's Rules of Order. The Chair has the authority to make final determination as to the interpretation of Robert's Rules of Order.

In matters not covered by these by-laws or other policies of the Board, the Board Chair shall have the authority to determine procedures.

## **AMENDMENTS TO BY-LAWS**

These by-laws may be changed by a majority vote of the Board members present at a regular meeting, providing the proposed change has been presented to the members in writing prior to the meeting.

Cross References: BD – Organization of the School Board  
BDE – Board Committees  
BDF – Superintendent's Advisory Committee  
BEC – Executive Sessions  
BED – Remote Participation in School Board Meetings  
BEDB – Agenda Preparation and Dissemination

First Reading: 4/29/98, 6/23/21, 8/24/22

Adopted: 5/27/98, 8/25/21, 9/28/22

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Reviewed: 8/18/25