

CONWAY SCHOOL BOARD

RULES OF PROCEDURE

AGENDA

Board members should receive the agenda and supporting material three to five days prior to regularly scheduled meetings. Supporting materials for nonpublic or confidential issues will be so labeled. All materials not so labeled are considered in the public domain.

Board members with questions or concerns about any agenda issue should attempt to discuss the item with the Superintendent or appropriate staff member prior to the meeting to assure that staff provides the necessary information at the meeting.

Board members wishing to have items included on a meeting agenda should contact the Superintendent's office at least seven days prior to the meeting so the item can be included.

"Emergency Items" can be added at any time. However, Board action on those items may be delayed until the next meeting to provide staff time for research and recommendation.

MEETINGS

The New Robert's Rules of Order, 2nd Edition by Mary A. Devries (copyright 1998) will govern the meeting procedures.

The Chair will vote on all issues at his/her discretion.

The minutes will record the count of all votes unless there is a request for the individual member's vote to be recorded.

Regular Conway School Board meetings shall be held on designated days, times and places that are determined annually at the organizational meeting. The School Board may change these periodically as long as public notice is given.

Adopted by Conway School Board March 18, 1993

Revision Adopted August 9, 1999, June 12, 2000 & December 10, 2001

Reviewed with no change – April 30, 2003

Reviewed with no changes – November 20, 2003

Reviewed with no change – January 4, 2012