

Idaho State Board of Education

GOVERNING POLICIES AND PROCEDURES

SECTION: I. GENERAL GOVERNING POLICIES AND PROCEDURES

SUBSECTION: D. Board Meetings

December 2008

1. Order of Business

Each Board meeting agenda is structured as follows (unless requested otherwise by a Board member):

First Day

- a. Convene, establish quorum, and approve minutes of previous meeting.
- b. Agenda items related to Planning, Policy and Governmental Affairs, Business Affairs and Human Resources, and Instruction, Research and Student Affairs.
- c. Meeting/lunch with faculty, staff, students, etc., of the host institution, or agency.
- d. Reports of Board committees and Board action on these reports if necessary.
- e. Hearings and presentations by institutions, and agencies in areas of long-term interest to the Board or its committees. (These are informational sessions without votes or Board action.)

Second Day

- a. Consideration of and action on the agenda items concerning public schools and the State Department of Education.
- b. Boardwork-routine and housekeeping matters.

2. Agenda Materials

- a. The institution and agency agendas must be received at the Board office by a date to be determined by the executive director. Any agenda information not supplied by the set date will not be considered by the Board at that Board meeting without the specific approval of the executive director. The agendas are reviewed by the executive director and the chief executive officers to determine that all recommended transactions are in accordance with statutes, Board Governing Policies and Procedures, and previous Board action. The executive director may raise questions with the appropriate chief executive officer as to any agenda item. If there is a question concerning legality or conformance with Board policies and procedures, previous Board action, or appropriateness of any agenda item, the executive director brings the matter to the attention of the chief executive officer and the Board.
- b. The Board agenda materials will be formatted and organized in a manner prescribed by the executive director.

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- c. Agenda materials are mailed to each member of the Board, the institutions, and agencies, and news media representatives according to a listing maintained by the executive director.

The chief executive officer also distributes agenda materials to any persons deemed by the chief executive officer to have need of such materials and makes at least one (1) copy of the material available for inspection by the general public at a convenient location at the institution, or agency.

3. Special Presentations to the Board

- a. Each institution, and agency is to establish a procedure to allow persons to address the Board regarding any item on the institution, or agency agenda. The chief executive officer may prescribe the form and duration of such presentation subject to the ruling of the Board's presiding officer. The chief executive officer must also communicate the nature of the special presentation to the executive director at least ten (10) days before the Board meeting.
- b. Persons who cannot avail themselves of the procedures established by a chief executive officer at an institution, or agency may file a written request with the executive director at least fifteen (15) days before a Board meeting. The request must include the name and address of the person wishing to speak, the name of the organization or group represented, if applicable, and a summary of the proposed presentation. The executive director, who may consult with the Board president before making a decision, will notify the individual or organization whether the request is granted or denied. If the subject matter of the presentation concerns an agency, institution, or department of the Board, the executive director will also notify the appropriate chief executive officer of the disposition of the request. If the request is granted, the executive director, at least five (5) days before the Board meeting, will notify the person of the place, approximate time, duration, and form of presentation.
- c. The above requirements notwithstanding, the executive director may exercise his or her discretion to waive the required period of time, if the request to make a presentation is of a timely or urgent nature. The Board reserves the right to recognize any person, on the motion of any Board member, to make a presentation to the Board.
- d. Any individual or organization making a presentation must submit one (1) written copy of the presentation, along with any supporting documents, to the executive director for inclusion in the permanent exhibits. If the subject matter of the presentation concerns an agency, institution, office, or department of the Board, the individual or organization must also transmit one (1) copy of the presentation to the appropriate chief executive officer before the meeting at which the

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presentation is scheduled. If the individual or organization wishes broader distribution, thirty (30) copies of the materials should be given to the executive director or his or her designee.

- e. Members of an institutional, agency staff may address the Board on invitation from any member of the Board, the executive director, or any chief executive officer.

4. Public Hearings

- a. The Board may, from time to time, hold public hearings on matters it deems appropriate or as required by its Governing Policies and Procedures. Notice of the time and location of the hearing is given by the executive director.
- b. Persons planning to make comments at a public hearing of the Board should submit one (1) written copy, along with any supporting documents, to the executive director for inclusion in the record of the hearing.

5. Calendar of Report Submissions

To facilitate the complete and timely presentation of information to the Board, the executive director may develop a calendar for submission of items to the Board by the executive director and the chief executive officers.

6. Recording of Proceedings by Media Representatives

News media representatives may record, at their own expense, by tape, film, or other means, the proceedings of the Board or its committees that are required by the laws of the State of Idaho to be open to the public.

7. Permanent File

Board Minutes, upon approval, agendas of the institutions, and agencies, and a record of other actions of the Board are placed on permanent file in the Office of the Board. Persons desiring to obtain photocopies of any item on permanent file must file a written request with the executive director and, upon payment of the cost of photocopying, may obtain the requested copies. The permanent files are open for examination during regular business hours and under such conditions as are necessary to ensure the integrity and safekeeping of the permanent files of the Board.