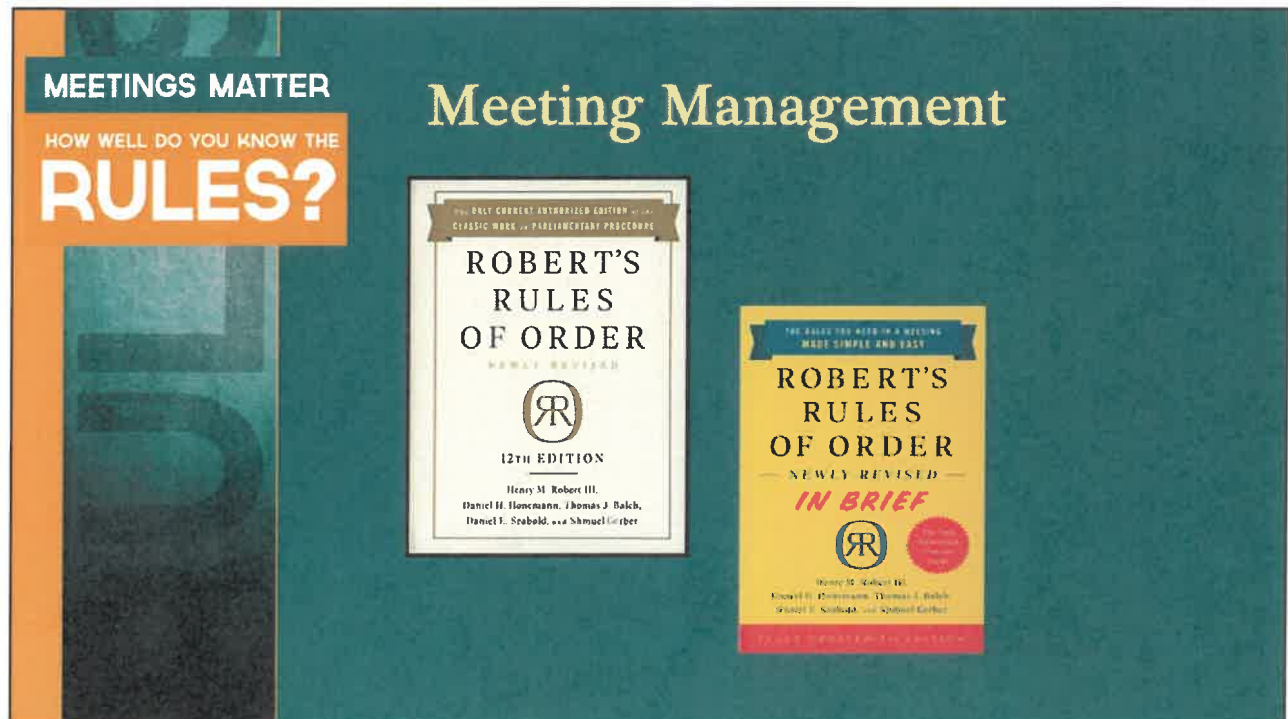




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2

**MEETINGS MATTER**

HOW WELL DO YOU KNOW THE

**RULES?**

**BOARD MEETINGS**

*Code BE, Revised MODEL*

All board meetings will be conducted in accordance with the Freedom of Information Act. Every meeting of the board will be open to the public, held in accordance with state law.

**Annual Meeting**

The board holds its annual organizational meeting on the \_\_\_\_\_ at \_\_\_\_\_ o'clock \_\_\_\_\_ of the month of \_\_\_\_\_.

**Regular Board Meetings**

Regular board meetings are scheduled at \_\_\_\_\_ on the \_\_\_\_\_ of each month at \_\_\_\_\_ p.m. All meetings will adjourn at \_\_\_\_\_ p.m. unless extended by a majority vote of the board. *(Option: There is no set time for regular board meetings.)*

The board may change the time and place of the regular meeting at any time by a majority vote of the board.

**Work Sessions**

From time to time the board may meet in work sessions. *(Option: The board may schedule work sessions at \_\_\_\_\_ on the \_\_\_\_\_ of each month at \_\_\_\_\_ p.m. These sessions provide the board opportunity for discussion without formal action. Topics for discussion will be as determined by the board and will be conducted in accordance with state law.)*

**Special Meetings**

The chair of the board or a majority of the board may call a special meeting. The superintendent should give at least 24-hours notice to all members of the board except when emergency conditions make such notice impossible. Business other than that which is stated in the notice.

**Public Hearings**

The board may occasionally conduct public hearings for the purpose of receiving comments regarding a specific issue. The board will conduct such meetings in accordance with state law.

**Cancellation of Meetings**

A board meeting may be cancelled:

- by a majority vote of the board at a duly called board meeting;
- by a declaration by the board chair, or if the chair is unavailable, by the superintendent, when a significant emergency exists that renders attendance at the meeting unsafe or unreasonable in light of inclement weather conditions or local, state, or national emergency; or
- when a quorum cannot be reached.

PAGE 2 - BE - BOARD MEETINGS

**Parliamentary Procedure**

The latest edition of Robert's Rules of Order will govern all matters not covered by board policies or state law.

Adopted \_\_\_\_\_

**Legal References:**

A. S.C. Code of Laws, 1976, as amended:

1. Section 30-4-10, et seq. - South Carolina Freedom of Information Act.
2. Section 59-1-340 - Board meetings.
3. Section 59-19-110 - Board may designate members to hear or otherwise explore matters under its control.

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**MEETINGS MATTER**

HOW WELL DO YOU KNOW THE

**RULES?**

**Operating In The Sunshine**

The board should strive to conduct business in an open and public manner but also in an organized and orderly manner.

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**MEETINGS MATTER**

HOW WELL DO YOU KNOW THE

**RULES?**

# Agenda

- ☞ Must be posted at least 24 hours in advance of the meeting
- ☞ Can be amended up until the 24-hour deadline
- ☞ At the meeting, discussion items can be amended with a 2/3 vote
- ☞ At the meeting, final action items can be amended with a 2/3 vote and a finding of an emergency or exigent circumstance

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**MEETINGS MATTER**

HOW WELL DO YOU KNOW THE

**RULES?**

# The Agenda

SCSBA County School District  
Board Meeting  
Wednesday, August 4, 2023 - 6 p.m.  
District Office Boardroom  
Agenda

1. CALL TO ORDER
2. INVOCATION
3. PLEDGE OF ALLEGIANCE TO THE FLAG
4. CONSENT AGENDA
  - a. Approval of Agenda
  - b. Approval of Minutes of the Previous Meeting
5. SPECIAL RECOGNITIONS
  - a. SCSBA Boardmanship Institute Recognition
6. PUBLIC COMMENT
7. SUPERINTENDENT'S REPORT
  - a. Superintendent
  - b. Facilities Update
  - c. Instruction Report
  - d. Financial Report
  - e. Human Resources Report
8. DISCUSSION ITEMS
  - a. First Reading of Policy BGD
  - b. Second Reading of Policy IHBH
9. EXECUTIVE SESSION
  - a. Personnel Recommendation for Hire and Resignations Discussion
  - b. Discussion on Property Acquisition for new school
  - c. Contractual Matters concerning Use of Facilities
10. RETURN TO OPEN SESSION
11. ACTION ITEMS
  - a. Personnel Recommendations for Hire and Resignations
  - b. Approval of IHBH
  - c. Suspension of policy KDC
12. ADJOURNMENT

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## MEETINGS MATTER

HOW WELL DO YOU KNOW THE

# RULES?

### BOARD AGENDA

*Code BEDB    ~~Local~~ MODEL*

The superintendent, in cooperation with the board chair, will prepare the agenda for each meeting of the board. The agenda will include items the board will address in performing its duties as the governing body of the district in accordance with board policy. The agenda will include references to board policy, where appropriate.

Items of business may be suggested by board members, staff members, or the public. To be considered for placement on the agenda, an item must be within the scope of the board's duties, must be timely, and must be appropriate for consideration. The written request must be received by the superintendent or board chair a minimum of *(option: six, ten, etc.)* business days prior to the desired meeting for it to be reviewed for the agenda. The board chair, in consultation with the superintendent, will decide whether or not to include requested items. If *(option: three or more, a majority of, etc.)* board members request addition of an item, it will be added to the agenda. The final agenda will be approved by the board at the start of each board meeting.

The board will follow the order of business set by the agenda unless the order is altered by a majority vote of the members present. The board may amend the agenda during any meeting by a two-thirds vote of the members present if the matter is a discussion item. If the matter is one in which final action will be taken without prior notice to the public, the agenda may only be amended by a two-thirds vote and a finding via a vote that an emergency or exigent circumstance exists.

Materials distributed to the board which reflect staff recommendations in their final form are subject to public disclosure unless exempt from disclosure by law. Materials of a personal nature such that public disclosure would constitute unreasonable invasion of personal privacy are exempt from public disclosure.

Anyone desiring additional information regarding an agenda item should direct inquiries to the superintendent.

*Adopted*

**Legal References:**

- A. S.C. Code of Laws, 1976, as amended:
  - 1. Section 30-4-80 - South Carolina Freedom of Information Act, posting of agendas.
- B. S.C. Cases:
  - 1. *Atkins v. Wilson*, 417 S.C. 3, 788 S.E.2d 228 (S.C. Ct. App. March 9, 2016, revised June 29, 2016).
  - 2. *Brack v. Town of Mount Pleasant*, 415 S.C. 635, 785 S.E.2d 198 (2016).
  - 3. *Dowdell v. City of North Augusta*, 412 S.C. 526, 773 S.E.2d 140 (2015).
  - 4. *Lambert v. Saluda County Council*, 409 S.C. 1, 760 S.E.2d 785 (2014).
- C. Attorney General's Opinion:
  - 1. Op. S.C. Att'y Gen., 2018 WL 3326902 (June 28, 2018) Changing the order of items on a meeting agenda during a meeting may require formal amendment in compliance with the South Carolina Freedom of Information Act, including a 2/3 vote and, in the case of action items, a finding of emergency.
  - 2. Op. S.C. Att'y Gen., 2018 WL 4385558 (September 5, 2018) Definition of emergency exigent circumstance; statutory deadlines cannot be deemed emergencies.

SCSRA

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## MEETINGS MATTER

HOW WELL DO YOU KNOW THE

# RULES?

## Board Agenda Policy BEDB

- Determine who is responsible
- Determine who can suggest items to be added
- Determine the deadline for submitting items
- Determine what is timely for discussion
- Determining the process for altering the agenda
- Approve the agenda at the meeting

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## MEETINGS MATTER

HOW WELL DO YOU KNOW THE

## RULES?

## Consent Agenda

Typical consent agenda items are routine, procedural decisions for matters that are not controversial and do not require a lot of discussion. Supporting documents for items in the consent agenda must be given to board members in advance of the meeting. Examples include:

- ❧ Approval of the minutes
- ❧ Appointments of board members to committees
- ❧ Adoption of policies for second reading

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## MEETINGS MATTER

HOW WELL DO YOU KNOW THE

## RULES?

## MOTIONS

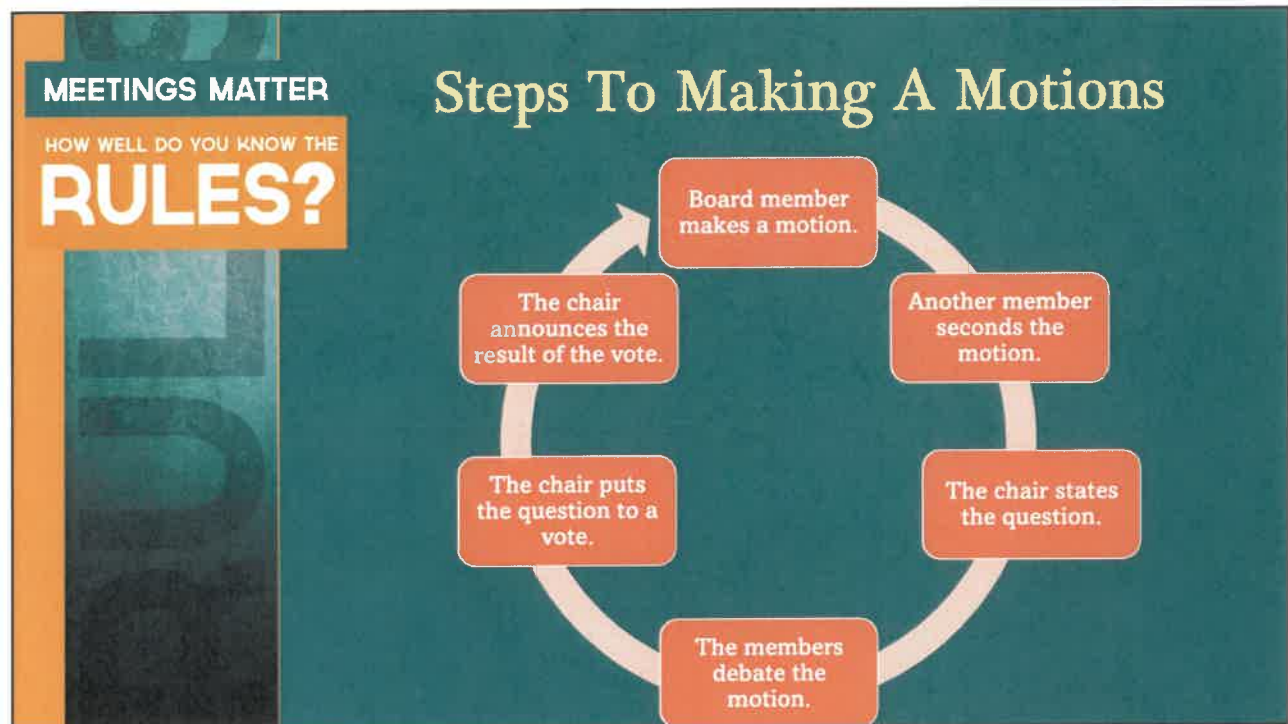
## Main Motion

- ☐ Introduces a new subject for discussion and action
- ☐ "I move that... or I propose that..."
- ☐ Amendable and debatable
- ☐ Must be moved, seconded, and stated by the chair before it can be discussed

## Secondary Motion

- ☐ Helps the board decide what to do with the main motion
- ☐ Enables more than one motion to be pending at a time
- ☐ Three categories: Subsidiary, Privileged, and Incidental

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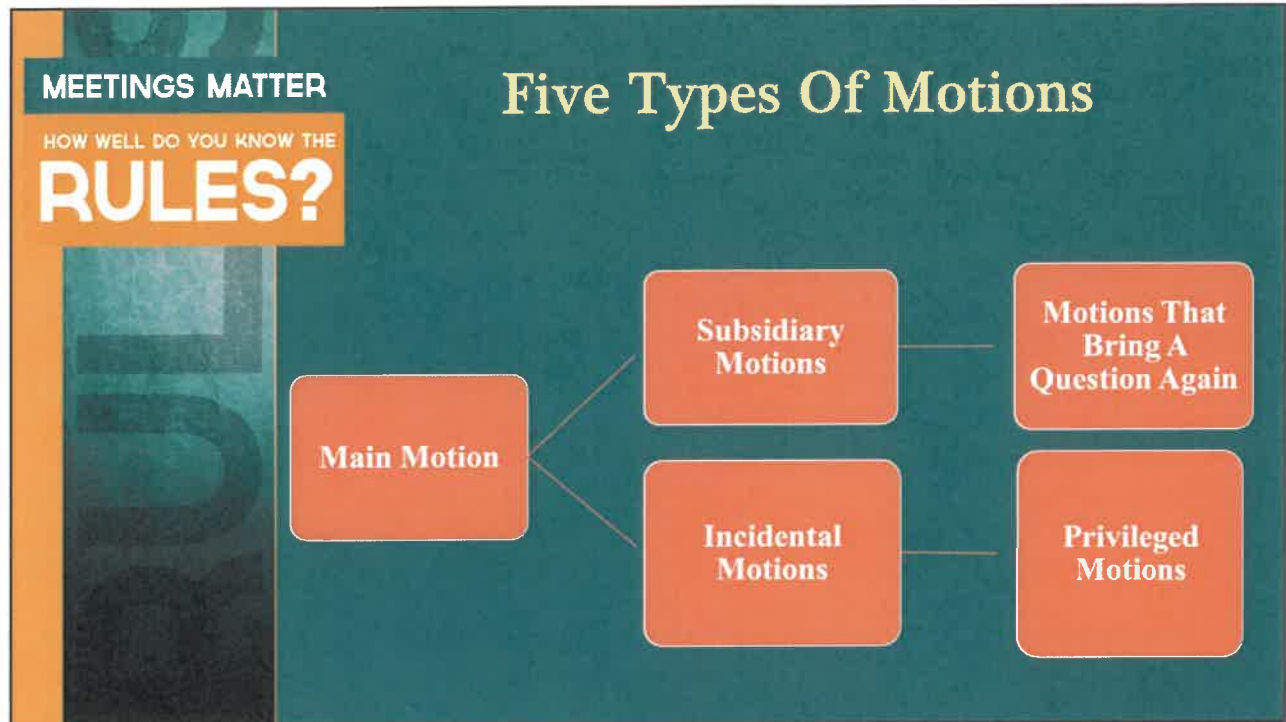
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**MEETINGS MATTER**  
HOW WELL DO YOU KNOW THE  
**RULES?**

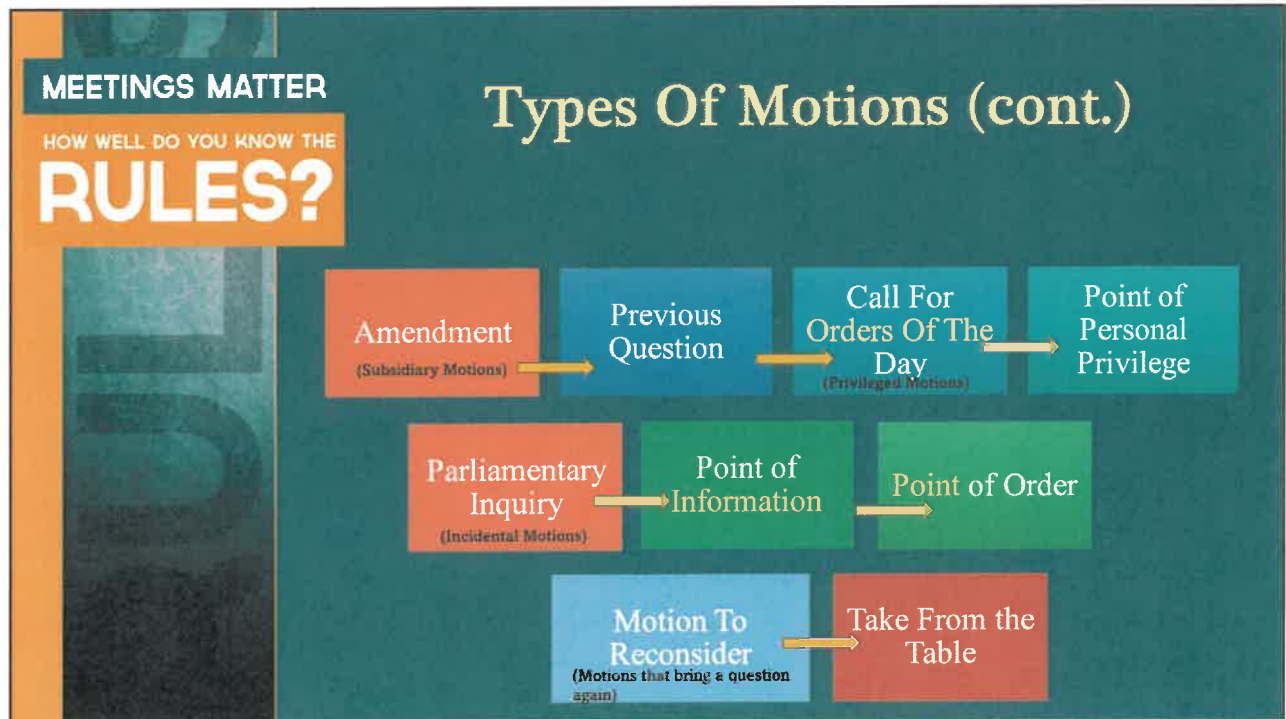
## It Only Takes A Second...

- A “second” is simply an acknowledgment by a second member that a motion should come before the board.
- It does not imply agreement with the subject of the motion.
- A seconder does not need to be recognized by the chair.
- The chair may ask for a “second.” Ex. “Is there a second?”
- The “second” is a gatekeeper.

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**MEETINGS MATTER**

HOW WELL DO YOU KNOW THE

**RULES?**

## Amendments



A motion to amend modifies the main motion, requires a second, is subject to debate, and is amendable.

A main motion is limited to an amendment and an amendment to an amendment.

Amendments are limited to the immediately pending motion and must be germane.

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**MEETINGS MATTER**

HOW WELL DO YOU KNOW THE

**RULES?**

## The Ladder Of Motions

1. Fix time to which to adjourn
2. Adjourn
3. Recess
4. Raise a question of privilege
5. Call for orders of the day
6. Lay on the table
7. Previous question
8. Limit/extend limits of debate
9. Postpone to a certain time
10. Commit or refer
11. Secondary amendment
12. Primary amendment
13. Postpone indefinitely
14. Main motion



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**MEETINGS MATTER**

HOW WELL DO YOU KNOW THE

**RULES?**

## Executive Session

Prior to going into executive session, the board must state the specific reason, which can only fall under one of the following:

Personnel or student matters	Contract negotiations	Legal matters related to a pending, threatened, or potential claim; settlement of a claim; or the position of the district in other adversary situations	Security and safety measures	Investigative proceedings related to criminal conduct
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**MEETINGS MATTER**

HOW WELL DO YOU KNOW THE

**RULES?**

## Debating The Motion

- The chair must restate the motion before debate, so everyone is clear on the issue
- Once the chair restates the motion, it “belongs” to the board
- The chair cannot close the debate as long as any member desires to speak
- Every member must have the opportunity to speak once before members speak a second time

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**MEETINGS MATTER**

HOW WELL DO YOU KNOW THE

**RULES?**

## Inappropriate Remarks

- Personal remarks
- Insulting language, attacks, vulgarity or obscenity
- Inflammatory language
- Criticizing another member's motives
- Remarks that are not germane



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**MEETINGS MATTER**

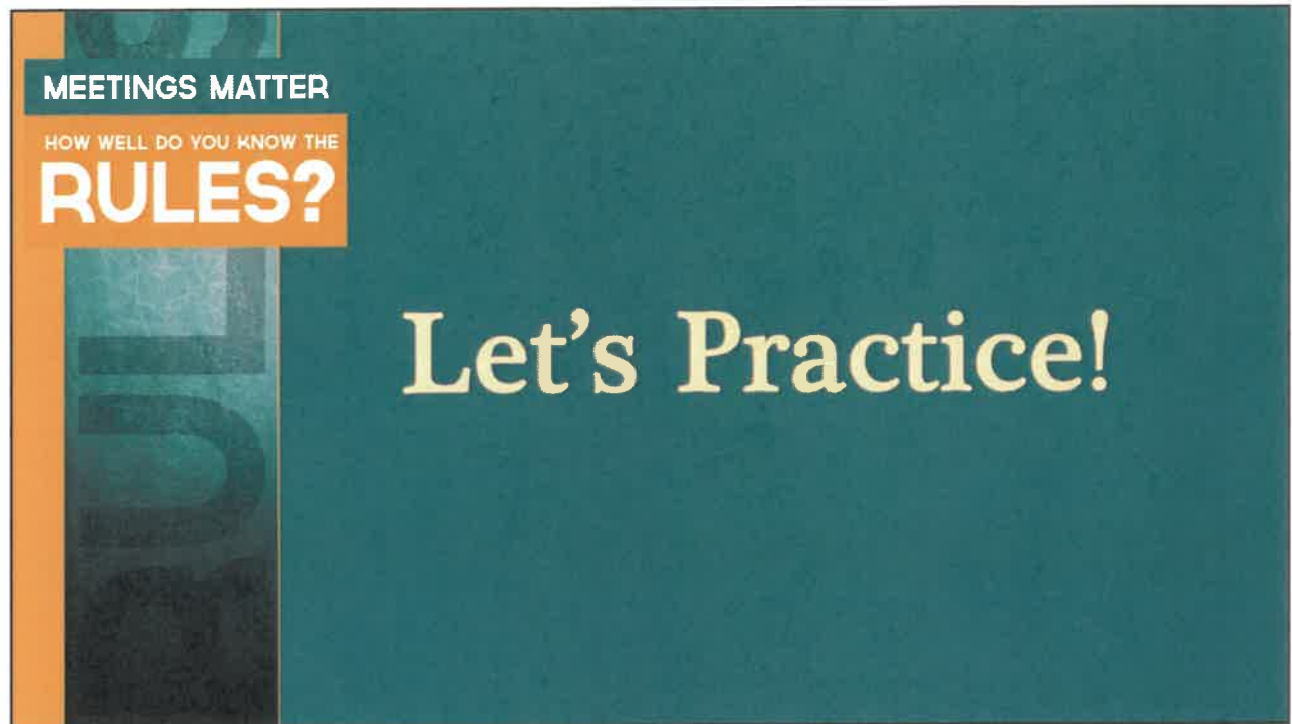
HOW WELL DO YOU KNOW THE

**RULES?**

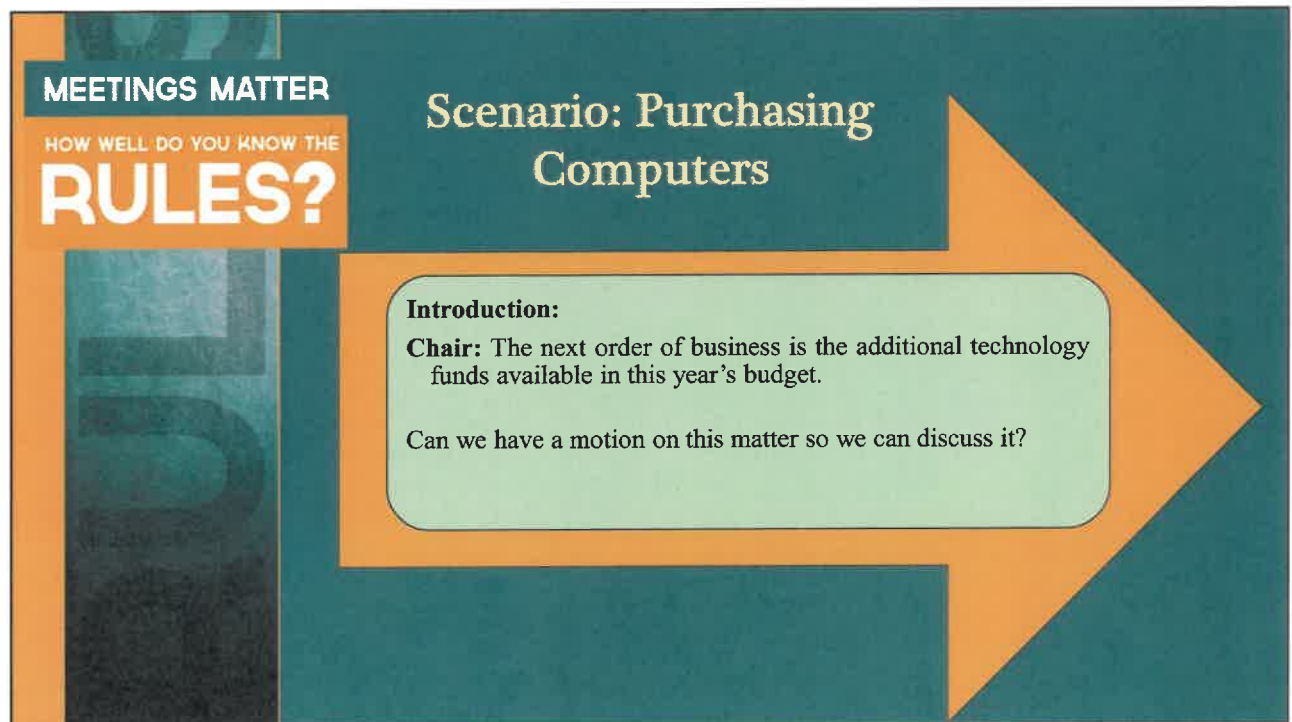
## The Vote

- Common types of voting
  - General consent or unanimous consent
  - Voice voting
  - Show of hands
  - Roll call
- Restate the motion before calling for the vote
- Call for negative votes during a voice vote
- Chair should vote on all matters & must vote if the vote is a tie
- A tie vote is a lost vote
- Absentee and proxy voting are not allowed
- Abstentions count as an absence from the vote
- Announce outcome of vote (i.e., number of those in favor and those opposed) for the minutes

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**MEETINGS MATTER**  
HOW WELL DO YOU KNOW THE  
**RULES?**

## Scenario:

**Board Member Spend The Money:** Mr. Chairman, I move that we purchase new laptop computers for the district office staff.

**Board Member Dollars:** I second the motion

**Point of Personal Privilege**

**Board Member Mr. Freeze:** Mr. Chair, it's cold in here. Can we adjust the room temperature?

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**MEETINGS MATTER**  
HOW WELL DO YOU KNOW THE  
**RULES?**

## Scenario:

**Chair:** It is moved and seconded that we purchase new laptop computers for the district office staff.  
Is there any discussion?

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**MEETINGS MATTER**  
HOW WELL DO YOU KNOW THE  
**RULES?**

**Scenario:**

**Board member I Disagree:** I make a motion to amend the main motion by inserting the word “MacBook” before “laptop computers.”

**Point of Order**

**Board member, I Interrupt:** We should use that money to paint the board, instead.

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**MEETINGS MATTER**  
HOW WELL DO YOU KNOW THE  
**RULES?**

**Scenario:**

**Chair:** Now, the pending motion is the amendment to insert the word “MacBook” before “laptop computers” in the amendment to the main motion. If the amendment is adopted, the main motion will read that, “We purchase new MacBook laptop computers for the district office staff.”

**POINT OF INFORMATION**

**Board Member Ms. Inquisitive:** Mr. Chair, how much will this cost us?

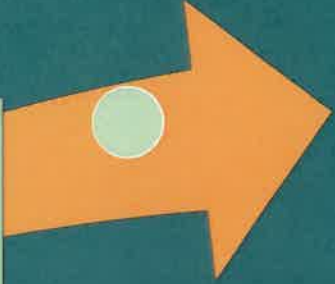
26

**MEETINGS MATTER**  
HOW WELL DO YOU KNOW THE  
**RULES?**

**Scenario:**

**Chair:** It appears the discussion is at an end concerning the proposed amendment that "we purchase new MacBook laptop computers for the district office staff."

All in favor? Aye  
Any opposed? Nay



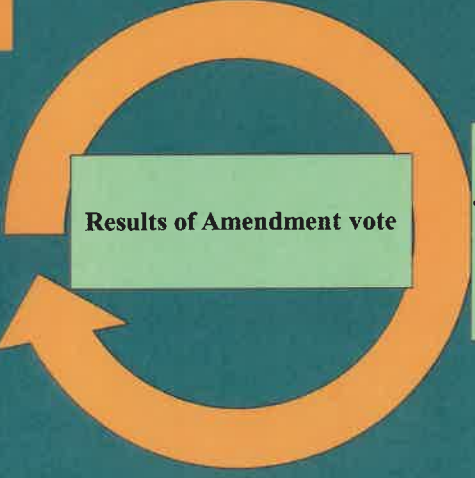
27

**MEETINGS MATTER**  
HOW WELL DO YOU KNOW THE  
**RULES?**

**Scenario:**

**Results of Amendment vote**

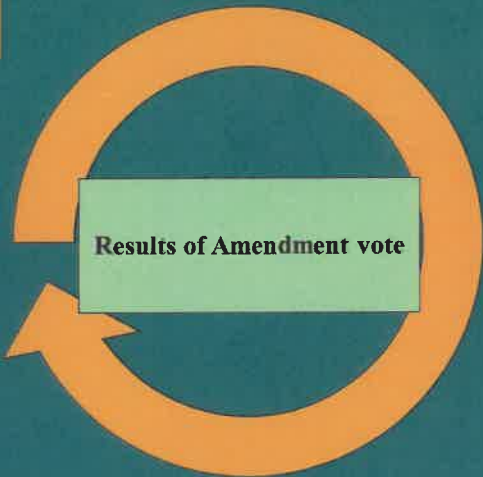
- Chair:** The ayes have it, and the motion to amend the main motion passes 6 to 1.



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**MEETINGS MATTER**  
HOW WELL DO YOU KNOW THE  
**RULES?**

## Scenario:



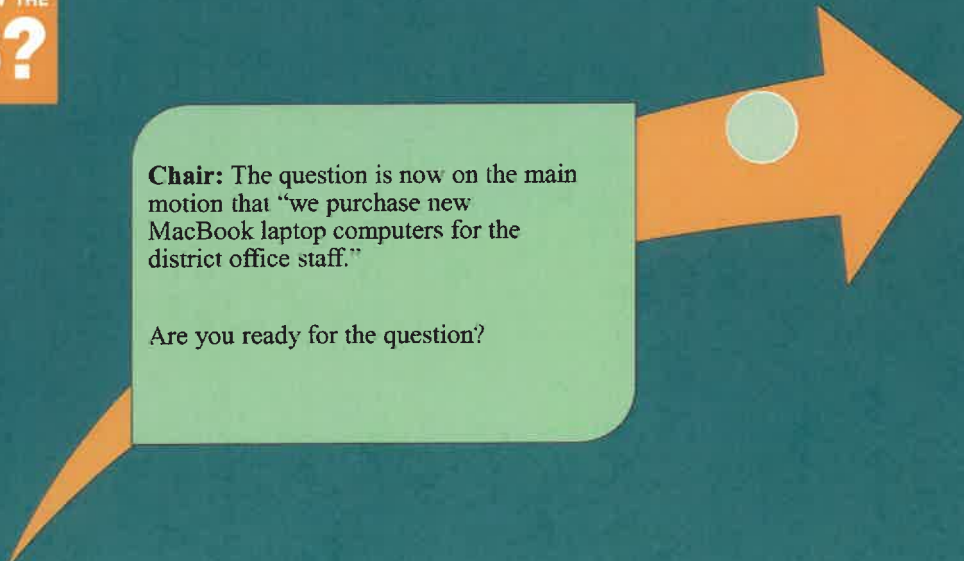
**Results of Amendment vote**

- **Chair:** "MacBook" has been approved to be added in front of the word laptop, with six in favor and one opposed.

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**MEETINGS MATTER**  
HOW WELL DO YOU KNOW THE  
**RULES?**

## Scenario:



**Chair:** The question is now on the main motion that "we purchase new MacBook laptop computers for the district office staff."

Are you ready for the question?

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**MEETINGS MATTER**  
HOW WELL DO YOU KNOW THE  
**RULES?**

## The Bottom Line ...

The purpose of the rules is to facilitate the meeting and to protect the fundamental right of the majority to rule and the minority to be heard.

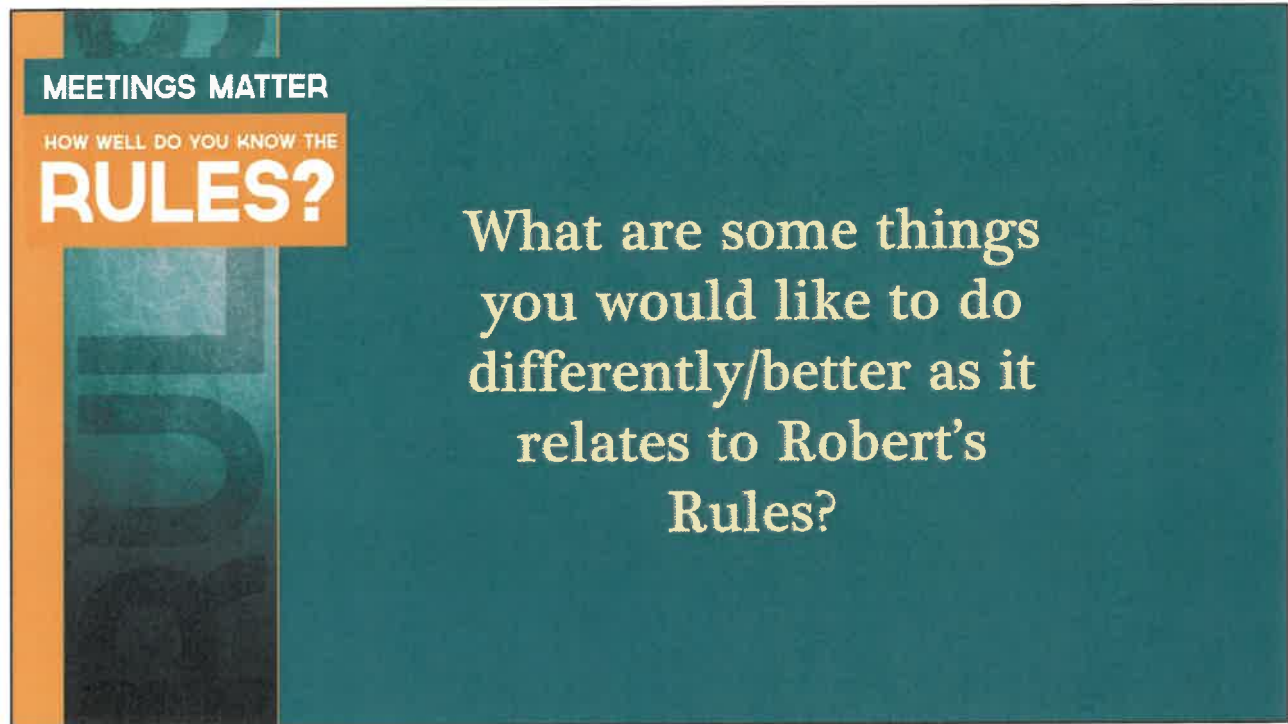
31

**MEETINGS MATTER**  
HOW WELL DO YOU KNOW THE  
**RULES?**

## So how do you have effective meetings?

- Speak only after being recognized by the chair or presiding officer
- Recognize every member who requests to be heard
- Raise a Point of Order if you feel that a fellow board member is failing to operate within the rules
- The presiding officer should rule on every point of order
- One motion at a time
- One person at a time
- End meetings at a reasonable time
- Remain impartial and tactful

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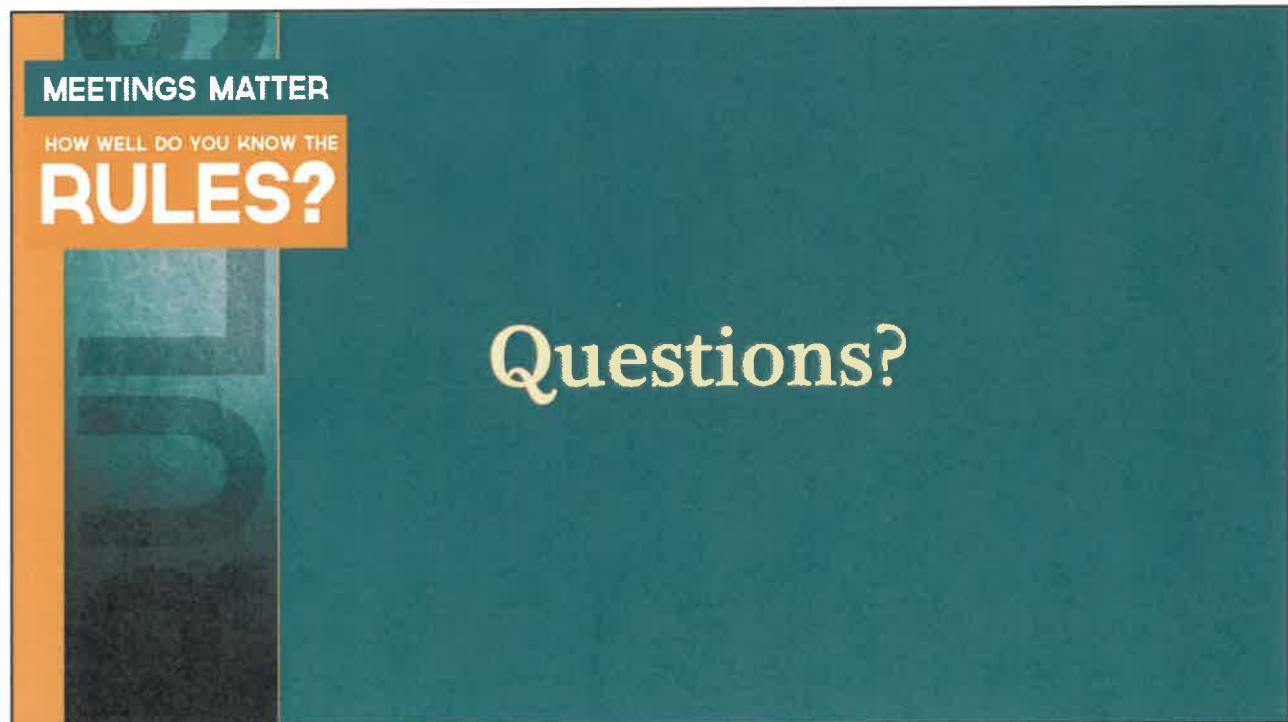
MEETINGS MATTER

HOW WELL DO YOU KNOW THE

**RULES?**

What are some things  
you would like to do  
differently/better as it  
relates to Robert's  
Rules?

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MEETINGS MATTER

HOW WELL DO YOU KNOW THE

**RULES?**

Questions?


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**MEETINGS MATTER**

HOW WELL DO YOU KNOW THE

**RULES?**

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South Carolina  
School Boards Association



2024  
POLICY & LEGISLATIVE  
UPDATE