BOARD MEETING PROCEDURES

Each Board of Education (the Board) meeting of the Bethlehem Central School District (the District) will be conducted in an orderly manner that provides time for, and encourages, community involvement. The order of business at each regular meeting shall include the following:

1. Call to order
2. Executive Session (if needed)
3. Reconvene to regular meeting
4. Pledge of Allegiance
5. Approval of minutes of previous meeting
6. Superintendent’s Report
7. Student Senate
8. Board Report
9. Presentations
10. Recognition of visitors who wish to speak on an agenda item
11. New business (professional, support and other action items)
12. Recognition of visitors who wish to speak on a non-agenda item
13. Discussion of future meetings and events
14. Executive Session (if needed)
15. Adjournment

The regular order of business may be changed by an affirmative vote of the majority.

Except in emergencies, the Board will not attempt to decide upon any question under consideration before examining and evaluating relevant information. The superintendent shall be given an opportunity to examine and to evaluate all such information, and to recommend action before the Board attempts to make a decision.

The Board may adjourn a regular or special meeting at any place in the agenda providing that arrangements are made to complete the items of business on the agenda at a future meeting. The minutes shall make notice of the adjournment, and the reconvened session shall be considered an addition to these minutes.

The Board values and welcomes civil, respectful statements and clear, concise communications that inform its deliberations. The Board uses the public comment period as an opportunity to listen to citizen concerns, but will not debate issues or enter into a question-and-answer session. It is also important that no person addressing the Board initiate charges or complaints about individual Board members or employees or students of the District. Such charges or complaints should be presented directly to the Superintendent. Speakers are encouraged to provide the Board with a written copy of their comments and other appropriate supporting documentation, but is not required.

To address the Board of Education, please:
1. Wait to be called upon by the Board president.
2. At the microphone, please state your full name.
3. Direct your comments to the Board; do not turn and speak to the audience.
4. Keep your comments as concise as possible.
5. Speakers are expected to treat others with respect, confining their remarks to School District issues.
6. Do not use the public speaking portions of Board meetings to make personal statements about any individual or engage in any commentary that is slanderous or abusive. The Board president may rule any speaker out of order who makes such statements.

The president shall be responsible for the orderly conduct of the meeting and shall rule on such matters as the time to be allowed for public discussion and the appropriateness of the subject being presented. The president shall have the right to discontinue any presentation that violates this policy.

| Adoption date: | June 19, 2002 |
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| Revised date:  | January 4, 2012 |
| Revised date:  | December 19, 2018 |