

BOARD MEETING PROCEDURES

The Bethlehem Central School District (the District) Board of Education meetings 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. Student Senate Report
7. Student Reports
8. Superintendent's Report
9. Board Report
10. Presentations
11. Recognition of visitors who wish to speak on an agenda item
12. New business (professional, support and other action items)
13. Recognition of visitors who wish to speak on a non-agenda item
14. Discussion of future meetings and events
15. Executive Session (if needed)
16. Adjournment

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

Except in emergencies, the Board and Superintendent will not attempt to decide upon any question under consideration before examining and evaluating relevant information.

The Board may adjourn a regular or special meeting at any place in the agenda providing 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. 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 an individual Board member, employee or student of the District. Any charge or complaint should be directed to the Superintendent outside of the public session. 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.
4. Keep your comments as concise as possible.
5. Speakers are expected to treat others with respect, confining their remarks to District issues.

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

Re-Adopted: December 18, 2019