

**SCHOOL BOARD MEETINGS  
ORDER OF BUSINESS  
(REGULATIONS)**

Regular and Special Meetings

The purpose of a meeting is to promote and carry on the business of the board effectively and efficiently. This may be done in many ways without violating the rules of good parliamentary procedure. School board meetings are business meetings and it is required by law that such meetings must be held in public but it does not imply that the business meeting is for the public to use.

The president should consult with the secretary and the superintendent in preparing the order of business for the next meeting. There should be a regular meeting of the officers to prepare the order of business for the next meeting.

There is no rule that makes it necessary to follow any particular order of business. Experience has shown the following order to be efficient:

The following order of business will be observed at all board meetings:

1. Procedural Items
  - A. Call to order
  - B. Recording of members, others and guests present
2. Vote on approving the agenda
3. Review and vote on approving the minutes
4. Review and vote on approving encumbrances for the preceding month
5. Through numbers needed to take care of school business
6. New business
7. Adjourn

In case of emergency, one of the rules and regulations of the board may be suspended by a majority of the board members. Such suspension, however, will be for the consideration of a specific question only, and when such question has been considered, the rules will again be in force. Any business of the board, therefore, may be considered out of the order presented above by majority consent.

Regular and Adjourned Policy Meetings

1. Convene
2. Approval of the minutes of the preceding meeting

**SCHOOL BOARD MEETINGS, ORDER OF BUSINESS, REGULATIONS (Cont.)**

3. Approval of warrants
4. Report of the superintendent of schools on policy matters requiring no immediate action
5. New policy matters
  - A. Amendments to existing policies
  - B. New policies
6. Questions
  - A. From board members
  - B. From the public
7. Adjournment

Annual Organization Meeting

Unless changed by a two-thirds vote of those present, the order of business for each annual organization meeting of the board of education shall be as follows:

1. Opening of meeting by the senior member
2. Oath of Office
3. Elections
  - A. Temporary chairman
  - B. President
  - C. Vice-president
4. Appointments and setting of salaries
  - A. District Clerk
  - B. Treasurer
  - C. Counsel

**SCHOOL BOARD MEETINGS, ORDER OF BUSINESS, REGULATIONS (Cont.)**

- D. School Physician
- E. Minutes/Encumbrance Clerk
- 5. Bonding
  - A. District Clerk
  - B. Treasurer
  - C. Minutes/Encumbrance Clerk
  - D. Other employees handling district funds
- 6. Designating signatories
- 7. Designating banks
  - A. Depository for district funds
  - B. Source of short-term loans
- 8. Designating district newspapers
- 9. Determining whether dates and times for regular monthly meetings should be changed
- 10. Scheduling board work for year ahead
- 11. Adjournment

After adjournment of this meeting, the board shall reconvene in special meeting if it wishes to consider additional matters. The order of business for any such special meeting shall be that established for regular and adjourned business meetings.