

Resolution No. 2018-R-_____

**A RESOLUTION ESTABLISHING RULES OF CONDUCT
FOR MEETINGS OF THE BOARD OF SCHOOL TRUSTEES**

WHEREAS, the West Clark Community Schools Corporation (the "WCCS") is a community school corporation; and,

WHEREAS, the Board of School Trustees (the "School Board") desires to establish/amend rules of conduct for its WCCS School Board Meetings in order to have more orderly and productive meetings.

THEREFORE, BE IT HEREBY RESOLVED by the Board of School Trustees the West Clark Community Schools Corporation that the following *Rules* shall be in effect, with regard to proceedings before the WCCS School Board:

- A. Rules of Order: Unless contradicted by something in these rules or by law, *Roberts' Rules of Order* shall be observed at all School Board meetings.
- B. Respect and Decorum: All persons who attend School Board meetings, including but not limited to members of the School Board, shall exhibit respect to one another, as well as others, and shall comport themselves with proper decorum. School Board members who fail to do so may be censured. Others in attendance who fail to do so may be excluded from the meeting, and future meetings.
- C. Chair of Meeting: The President of the WCCS School Board shall preside at all School Board meetings which he attends. In the absence of the President the Vice President shall preside.
- D. Regular Meetings. Regular meetings of the WCCS School Board will normally be held on the 2nd Thursday of each calendar month.
- E. Special Meetings. A Special Meeting of the WCCS School Board shall be any meeting that is not held at regularly scheduled times on the second (2nd) Thursday of the month, or at other regular scheduled times that may hereafter be established by the WCCS School Board
- F. Calling Special Meetings. The President or any three (3) elected WCCS School Board members acting in concert shall have the authority to call a Special Meeting of the School Board.
- G. Notice of Special Meetings. Special meetings announced at a WCCS School Board meeting shall require no special notice to the Superintendent or School Board members. Otherwise, written, email, and/or telephonic notices of Special Meetings shall be provided to all members of the Body at least forty-eight (48) hours in advance of any

such meeting. The Notice shall include the date, time, place, and purpose of the special meeting. Notice of special meetings shall be published in accordance with IC §5-14-1.5-5. In the event of emergencies, this Rule may be waived, provided that a special finding of an emergency is made.

- H. Executive Sessions: Executive Sessions of the School Board shall be conducted in accordance with IC §5-14-1.5-6.1.
- I. Sponsoring Resolutions or Agenda Items. All Resolutions or Agenda items coming before the School Board must have a sponsor. The Superintendent or any member of the School Board may sponsor Resolutions or an agenda. Unsponsored Resolutions or agenda shall not be placed on the WCCS School Board Agenda.
- J. Distribution of Agenda: The WCCS Superintendent should distribute a *Preliminary Agenda* at least one (1) week prior to each School Board meeting, when practical. The *Final Agenda* should be sent at least two (2) business days prior to the meeting. Copies of all proposed Resolutions and other materials to be considered should be sent with the Agenda to all members of the School Board and the WCCS Attorney with the Agenda. Unless otherwise requested, delivery of the Agenda will be by email. A copy of the proposed *Preliminary Agenda* should be posted on the WCCS web site as soon as practical after it is sent to School Board members.
- K. Agenda. Requests to add an item to an Agenda shall be provided to the WCCS Superintendent and School Board President electronically or in writing by noon at least one (1) business day in advance of the time an Agenda is to be sent out.
- L. Approval of Agenda. After opening formalities are completed at School Board meetings (the pledge of allegiance and invocation), the Agenda for the meeting shall be considered and approved by the School Board by a majority vote. Items may be added or removed from the Agenda by the vote of a majority of the School Board.
- M. Audience Behavior. School Board meetings are open to the public and attendance is encouraged. However, persons in attendance shall not be disruptive, unruly, loud, enter into discussions with others at meetings, or engage in any behavior that interferes with others' ability to hear the proceedings. Comments, grumbling, or celebrations by audience members during the conduct of School Board meetings is inappropriate.
- N. Public Comment. Members of the School Board are elected representatives and their constituents have a right to contact and comment to School Board members. This is best accomplished by direct, individual discussion, telephone calls, emails, or letters. Making public comment at School Board meetings is a privilege. Such comment may be allowed after the agenda are approved as follows:
 - 1) Public comment will generally only be allowed at the first (1st) School Board meeting of the month. A total of up to thirty (30) minutes will be allowed for public comment at such meetings.
 - 2) A Request to address the School Board shall be related to an Agenda item before of the School Board at the meeting at which the person who desires to address the School Board. Persons addressing the School Board must keep comments focused on the subject matter identified in their Request.

- 3) In order to expedite School Board meetings, prepared written statements shall not be read aloud during the public comment portion of School Board meetings. Instead, prepared (written) remarks should be submitted directly to School Board members or to the office of the Superintendent for copying and forwarding to School Board members along with the Agenda. Copyrighted materials shall not be presented without permission of the owner. Those materials shall be preserved as part of the public record (documents containing confidential information or comments will not be posted on the WCCS web site or made part of the public record).
 - 4) Persons wishing to address the School Board at a School Board meeting must deliver a written request to the office of the WCCS Superintendent by noon on the business day in advance of the time the Final Agenda for the Regular meeting is scheduled to be sent to the School Board (e.g. by noon on Monday for a Thursday School Board meeting).
 - 5) Requests to make public comment to the School Board shall be in writing on a form provided by WCCS, and shall identify the speaker, the speaker's address, and the specific agenda item the speaker wishes to address.
 - 6) Because of restrictions on disclosure of certain confidential information, comments pertaining to individual students or addressing personnel issues are normally heard in executive session. However, no decisions regarding such matters will be made in executive session.
 - 7) Copies of any written materials or electronic presentation the speaker intends to present to the School Board must also be provided to the Superintendent at the time the Request to address the School Board is delivered.
 - 8) Persons addressing the School Board shall demonstrate respect for the School Board and all other parties in attendance and shall comport themselves with proper decorum. Threats, interruptions, insults, personal attacks, calling names, and profanity are inappropriate.
 - 9) Each person granted opportunity to comment shall be allowed up to three (3) minutes to make comment. The WCCS Attorney normally serves as timekeeper. In the event that the number of people wishing to make comment exceeds thirty (30) minutes, comments shall be taken in the order received.
 - 10) Time granted for an individual to comment may not be ceded to another.
 - 11) If a person making comment is repetitious of what others making commenting have already said, the person being repetitive may be asked to cover different material or forfeit their right to continue commenting.
 - 12) If a majority of the School Board feels that a person addressing the School Board has failed to follow any of these Rules, that person may have the privilege of addressing the School Board at School Board meetings revoked, temporarily or indefinitely.
- O. Public Hearings: At any meeting where a *public hearing* is required to be held, the following procedures shall be followed:

- 1) At least thirty (30) minutes prior to the advertised time for the beginning of the public hearing the Clerk-Treasurer shall post a sign-in sheet in the meeting room for any person desiring to comment to sign up to make a comment. In order to comment, the person signing the list must disclose, in writing, his/her name and residential address.
- 2) Prior to the time the public hearing portion of the meeting commences an announcement shall be made by the presiding official to the effect that persons who have signed up to speak will be recognized and allowed to present information or give comment at the public hearing. Following this announcement all persons that have signed up to make public comment shall be provided with an opportunity to do so, as described below.
- 3) A copy of any written materials the speaker wishes to present to the School Board should be delivered to the Superintendent prior to a person's comments. Copyrighted materials shall not be presented without permission of the owner. Those materials shall be preserved as part of the public record.
- 4) Each person signing up to comment will normally be allowed up to two (2) minutes to make comment. The WCCS Attorney normally serves as timekeeper. In the event that the number of people wishing to make comments exceeds thirty (30), comments may be limited to one (1) minute each. Time allowed to persons signing up to make public comment may not be ceded to another.
- 5) Persons addressing the School Board shall demonstrate respect for the School Board, other speakers, and all other parties in attendance, and shall comport themselves with proper decorum. Threats, interruptions, insults, personal attacks, calling names, celebrations, and profanity are inappropriate.
- 6) When all persons on the sign-up list have had the opportunity to make comment or present information, the public comment portion of the public hearing shall be closed.

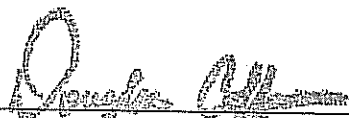
Invocation. Any person wishing to offer an invocation or contemplative thought at a School Board meeting may make a written request to the WCCS or School Board President. Those doing so shall have up to two (2) minutes to share their thought. Persons offering such thoughts shall demonstrate respect for the School Board and all other parties in attendance and shall comport themselves with proper decorum.

Effective Date: These rules are hereby adopted and shall take effect immediately upon passage.

Rescission. This Resolution rescinds any policy or provision conflicting herewith.

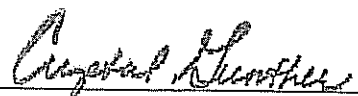
Provisions adopted separately. Each section herein is adopted separately. In the event that any is deemed to be illegal the remainder of this Resolution shall continue to be of effect.

ALL OF WHICH IS RESOLVED BY THE SCHOOL BOARD OF THE WCCS ON THIS 12th
DAY OF April, 2018.



Doug Coffman, President
Board of School Trustees

Attest:



Crystal Gunther, Secretary
Board of School Trustees