

## **Bylaws of the Board**

### **MEETING CONDUCT**

The Governing Board desires to conduct its meetings effectively and efficiently. All Board meetings shall begin on time and shall be guided by an agenda prepared and delivered in advance to all Board members and other designated persons.

#### **Parliamentary Procedure**

Board meetings shall be conducted by the president in a manner consistent with adopted Board bylaws and generally accepted parliamentary procedures.

#### **Quorum**

A majority of the number of filled positions on the Board constitutes a quorum. (Ed Code 5095, 35165)

Unless otherwise provided by law, affirmative votes by a majority of the Board's membership are required to approve any action under consideration, regardless of the number of members present. (Education Code 35164)

#### **Abstentions**

The Board recognizes that when no conflict of interest requires abstention, its members have a duty to vote on issues before them. When a member abstains because of a conflict of interest or for any other reasons, his/her abstention shall be considered to concur with the action taken by the majority of those who vote, whether affirmatively or negatively.

#### **Public Participation**

Because the Board has a responsibility to conduct district business in an orderly and efficient way, reasonable controls shall regulate public presentations to the Board., Members of the public, whether individuals or groups, may address the Board subject to the following procedures:

1. No disturbance or willful interruption of any Board meeting shall be permitted. Persistence, by an individual or group, shall be grounds for the chair to terminate the privilege of addressing the meeting. The Board may remove disruptive individuals and order the room cleared if necessary; in this case, further Board proceedings shall concern only matters appearing on the agenda. (Government Code 54957.9)
2. Members of the public may bring matters before the Board that are not on the agenda of a regular meeting. The Board may refer the matter to the Superintendent or designee or take it under advisement, but shall not take action at that time. The matter may be placed on the agenda of a subsequent meeting for action or discussion by the Board.

3. Oral presentations which include charges or complaints against any employee of the District, regardless of whether or not the employee is identified by name or by another reference which tends to identify, shall be discouraged as inappropriate, inimical to the sequence of district complaint procedures, and possibly subject to legal action. All charges or complaints against employees shall be submitted to the Board under provisions of Board policy.

*(cf. 1312.1 - Complaints Concerning School Personnel)*

4. A person wishing to be heard by the Board shall first be recognized by the president. He/she shall then identify himself/herself and proceed to comment as briefly as the subject permits.
5. Comments from the public shall be limited to a maximum of 5 minutes per person and/or a maximum of 20 minutes by a group of individuals wishing to address the Board regarding a particular topic. With Board consent, the president may rule on the appropriateness of a topic. If the topic would be more suitably addressed at a later time, the president may indicate the time and place when it should be presented.

Regular Board meetings shall be adjourned at 10:30 p.m. unless extended to a certain time by a majority of the Board. The meeting shall be extended no more than once and may be adjourned to a later time.

*(cf. 9320 - Meetings)*

*(cf. 9312 - Closed Sessions)*

*(cf. 9322 - Agenda/Meeting materials)*

*(cf. 9323.2 - Actions by the Board)*

*Legal Reference:*

EDUCATION CODE

*5095 Powers of remaining board members and new appointees*

*32210 Willful disturbance of public school or meeting a misdemeanor*

*35163 Official actions, minutes and journal*

*35164 Vote requirements*

*35165 Effect of vacancies upon majority and unanimous votes by seven member board*

GOVERNMENT CODE

*54957.9 Disorderly conduct of general public during meeting; clearing of room*

*61 OPS. CAL. ATT. GEN. 243, 253, - 1978*

*66 OPS. CAL. ATT. GEN. 336, 337 - 1983*

Adopted: February 13, 1992

Revised: 6/25/98; 9/10/98;

**WEST SONOMA COUNTY UHSD**

Sebastopol, California