

**BOARD MEETINGS**

**2.22**

All Henry County Board of Education meetings shall be open to the public, and all informal meetings and conferences involving Board members shall be conducted as public meetings unless specifically exempted by Alabama Statutes. The Henry County Board of Education may take no official action at any time other than an official meeting.

- I. Regular Henry County Board of Education meetings shall be established at the organizational meeting held in November. The regular meeting date may be changed by Board action at any previous meeting or at the direction of the Superintendent and/or Board President, provided that each member is notified. When a meeting date is changed, the Superintendent shall take appropriate action to inform the public.
- II. Regular, special, and emergency meetings of the Henry County Board of Education shall be held in the regular Board meeting room, unless changed in the manner prescribed herein. Regular meetings are scheduled on the second Thursday of each month at 5:00 pm in the office of the Superintendent. Any regular or special meeting may be held at any other appropriate public place within the system by giving prior public notice.
- III. All Henry County Board of Education meetings shall be conducted in accordance with standard rules of order with the exception that the President may discuss and vote on all matters before the Board. A majority of the Board shall constitute a quorum for the transaction of business. An official act of the Board shall require a majority vote of the quorum present.
- IV. Notice and a preliminary agenda for all meetings of the Henry County Board of Education shall be posted convenient for public viewing as required by law. Meeting notice deadlines as legally prescribed are as follows:
  - Regular meeting – seven (7) days' notice
  - Special meeting – one (1) day notice
  - Emergency meeting – one (1) hour noticeThe notice shall include the time, date, and place of the meeting. If a preliminary agenda is not created, a general description of the nature and purpose of the meeting shall be stated.
- V. Members of the Henry County Board of Education shall receive any and all materials or supplemental information which the Superintendent considers important to clarify, broaden, and/or help increase understanding of the School System's business matters for which Board members are duly responsible. The Superintendent shall be responsible for the distribution of all material.
- VI. Any item to be placed on the agenda of a regular Henry County Board of Education meeting shall be submitted in writing to the Superintendent's office no later than four o'clock (4:00

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p.m.), seven (7) working days prior to the meeting at which consideration is desired. This rule shall not preclude the right of any citizen to address the Henry County Board of Education; however, except for good cause as provided herein, the Henry County Board of Education shall not take action on any substantive proposal until such matter has been formally placed on the Board agenda. Copies of the tentative agenda for regular meetings shall be made available prior to the scheduled meeting. Copies of the agenda for a special meeting shall be prepared.

Any person or group desiring to be placed on the agenda shall file with the Superintendent, by twelve o'clock (12:00) noon at least seven (7) working days prior to a meeting, a request to be placed thereon. Such request shall contain the following information:

- A. The name and address of the person making the request;
- B. The organization or group, if any, represented;
- C. Content of the information to be presented - if written material is to be passed out, a copy of such material shall accompany the request;
- D. An estimate of the time necessary for such a discussion;
- E. Specific action desired of the Henry County Board of Education.

The Board may, by a majority vote, have an item placed on the agenda which did not meet the time deadlines.

Any charges to be made against an individual shall be in affidavit form. If any information is to be presented in the form of a statement that might be considered derogatory or of a serious nature, such shall be presented in writing.

### VII. Participation Procedure

- A. All citizens are encouraged to attend open meetings of the Henry County Board of Education.
- B. Addressing the Board: Persons who have previously submitted a request to address the Board as described above, and/or anyone given permission to address the Board must adhere to the established time lines and rules for public discussion. The Board President has the option to limit the speaker's time and determines the placement of the speaker on the meeting agenda.

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- C. Resolution Factors for Complaints or Concerns:
1. All school community residents are urged first to seek resolution with school employees directly involved and/or school administrators before requesting to be on the Board agenda.
  2. If a concern or concerns stated are not specific or resolution has not been attempted, the resident seeking resolution shall be referred back to school personnel before the Board can take action.
  3. To facilitate resolution, delegations are encouraged to meet with the Superintendent and Board President to outline problems.
  4. The Board may determine that they do not have the means to legislate or attempt resolution for a given concern and may vote to dismiss a given item as a valid Board business item.
- VIII. A majority shall constitute a quorum for any Henry County Board of Education meeting. Unless a majority is present, no meeting can be convened.
- IX. The official minutes of the Henry County Board of Education shall be kept as prescribed by Alabama statutes. The minutes shall be kept in a safe place by the Superintendent and shall be made available by the Superintendent during the time the office is open to any citizen desiring to examine the minutes.
- Only motions, resolutions, and the necessary information related thereto, the name of the person making the motion or submitting the resolution, the name of the person who seconds the motion, and the vote or action thereon must be recorded. Other relevant information as determined by the Superintendent may be recorded.
- X. The Henry County Board of Education may vote in a legally called meeting and, upon approval of the majority of the whole Board, may hold executive sessions for specific purposes. Such purposes shall be limited to those involving the character or good name of a woman or man or pending litigation in which the Board is a party. Executive sessions shall be attended only by members of the Henry County Board of Education, the Superintendent, counsel if necessary, and persons necessary to ensure due process for the individual discussion. All matters discussed by the Board in executive session shall be regarded as confidential by all persons in attendance and shall not be divulged to the public. No minutes shall be kept of executive session discussions. Nothing having the effect of regulation, policy or official action of any kind shall be decided in executive session.

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XI. There shall be no representation by proxy of any Henry County Board of Education member.

**REFERENCE(S):**

**CODE OF ALABAMA  
16-8-7 to -9, 36-12-2, 36-12-40, 16-8-4, 36-25A-1 TO -11  
ALABAMA OPEN MEETINGS ACT**

**HISTORY:**

**ADOPTED: JANUARY 16, 1997  
REVISED: OCTOBER 11, 2007; JULY 18, 2013; \_\_\_\_\_  
FORMERLY: BC; BCA; BCAB; BCAC;  
BCB; BCBA; BCBB' BCBC;  
BCBD; BDBF; BCBFA; BCBG;  
BDBH; BCBH; BCBI; BCBK**