



# **SECTION I: BOARD OF EDUCATION      POLICY 1190**

## SCHOOL BOARD MEETINGS

Purpose: The purpose of this policy is to describe the Board of Education’s meetings and the meetings’ procedures.

Board meetings are held to transact the business of the School District. All meetings of the Board, except for executive sessions as provided under Oklahoma School Law, will be open to the public. In the event a meeting is to be continued or reconvened, public notice of the date, time and place of the continued meeting must be given at the original meeting. Only matters that were part of the agenda of the original meeting may be discussed at the continued meeting.

It is the duty of the Superintendent or designee to timely notify all Board members, in writing, of the date, time and place of every regular, special, or emergency meeting. It is also the duty of the Superintendent, as required by Board policy and in accordance with the Oklahoma Open Meeting Act to take all steps necessary to give public notice of any Board meeting and to post all Board meeting agendas.

### Regular Meetings

Notice of regular meetings shall be given by the Superintendent or designee to the Tulsa County Clerk no later than December 15 of each year or as may otherwise be provided by law.

### Special Meetings

Special meetings require 48 hours, advance public notice, which may include weekends and holidays, given in writing, in person or by telephone to the Tulsa County Clerk. Special meetings are limited in subject matter to the posted agenda. These meetings will be called by the Board President for the purpose of such issues as student suspension hearings, employee termination hearings, and other reasons as determined by the Board President or by a written (paper or e-mail) request of two Board members to the Board President. If two (2) Board members request a special Board meeting, then the Board President must call such special Board meeting to be held on the date and at the time and place requested by the two (2) Board members.

### Emergency Meetings

An emergency meeting may be called for the purpose of dealing with emergencies. "Emergency" is defined as a situation involving injury or imminent threat of injury to persons or injury or imminent threat of injury or damage to public or personal property or immediate financial loss, and the requirements for public notice of a special meeting would make such procedure impractical and increase the likelihood of injury, damage, or immediate financial loss. Emergency meetings may be called by the Board President or by a written (paper or e-mail) request of two (2) Board members to the Board President. If two (2) Board members request an emergency Board meeting, then the Board President must call such emergency Board meeting to be held on the date and at the time and place requested by the two (2) Board members.

In the event of an emergency, a meeting of the Board may be held without the public notice required by the Oklahoma Open Meeting Act. Should an emergency meeting of the Board be necessary, the Superintendent or designee will give as much advance, public notice as is reasonable and possible under the circumstances existing, in person or by telephonic or electronic means. To the extent



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possible, notice will be given to the Tulsa County Clerk and the media.

### Procedures for Board Meetings

1. A quorum consisting of a majority of the board membership present in person at the meeting site shall be necessary to conduct business at a meeting of the board of education. In the event that a quorum is not present in person at the meeting site and a regularly scheduled board meeting cannot be convened, the meeting shall be cancelled. If a regularly scheduled board meeting is cancelled due to lack of a quorum, a notice of such cancellation shall be immediately prepared and posted with the original agenda of the cancelled meeting. A special meeting may then be called with the appropriate minimum of 48 hours' notice to the county clerk. The agenda for the special meeting shall include all of the items listed on the agenda of the regular meeting.
2. If a quorum is present in person at the meeting site, but the meeting needs to be relocated due to lack of space, building problem, etc., a motion to reconvene the meeting at another place will be made and voted upon. If the board decides to reconvene the meeting, the decision will be announced and a written notice will be posted with the original agenda showing the date, time and place of the reconvened meeting. The minutes of the original meeting will reflect the decision to reconvene and the full announcement.
3. A motion must be read aloud and seconded before being voted on. Any member who makes a motion shall have the liberty to withdraw it. An amendment may be moved on any motion and, if seconded, shall be decided before the original motion.
4. The consideration of any question may be tabled upon a motion and second and is subject to debate as any other motion.
5. A motion for adjournment shall always be in order and shall be decided without debate, except that it cannot be entertained when the Board is voting on another question.
6. The procedure for voting when a question has been called shall be that the Minute Clerk shall call the roll aloud and each member's vote shall be cast audibly and recorded in the minutes. The President shall have the opportunity to vote on each question.
7. At the conclusion of any executive session, the Board Clerk shall identify who attended the executive session, describe the items discussed during executive session as stated in the Board agenda, confirm that nothing else was discussed during the executive session, and indicate that a vote was not taken.

### Board Compensation

As a school district with an average daily attendance exceeding 15,000 students, each member of the Board of Education may be paid from the district's General Fund a stipend of \$25.00, subject to lawful withholdings, for each regular, special, or adjourned meeting of the Board of Education that he or she attends, but not for more than four meetings in any calendar month.



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Reference: OKLA. STAT. tit. 25, § 303, 304, 307.1 (2021), 311

Source:            *Broken Arrow Board of Education policy adoption, September 15, 2008.*  
                      *Broken Arrow Board of Education policy affirmed, July 13, 2009.*  
                      *Broken Arrow Board of Education policy revised, February 27, 2012.*  
                      *Broken Arrow Board of Education policy revised, October 11, 2021.*