



203 OPERATIONS OF THE SCHOOL BOARD – GOVERNING RULES

I. PURPOSE

The purpose of this policy is to provide governing rules for the conduct of meetings of the School Board.

II. GENERAL STATEMENT OF POLICY

An orderly School Board meeting allows School Board members to participate in discussion and decision of school district issues. Rules of order allow School Board members the opportunity to review school-related topics, discuss school business items, and bring matters to conclusion in a timely and consistent manner.

III. RULES OF ORDER

Rules of order for School Board meetings shall be as follows:

- A. Minnesota statutes where specified;
- B. Specific rules of order as provided by the School Board consistent with Minnesota statutes; and
- C. Robert's Rules of Order, Revised (latest edition) where not inconsistent with A. and B., above. The failure to comply with Robert's Rules of Order will not invalidate any action of the Board.
- D. Robert's Rules of Order will be suspended during all workshop agenda items, regardless of whether the workshop is held during a regular or special Board meeting.

IV. MEETINGS OF THE SCHOOL BOARD

1. Regular Meetings: A schedule of the regular meetings of the School Board will be kept on file at the District's primary offices, which are located at 7362 East Point Douglas Road South, Cottage Grove, MN 55016. If the School Board decides to hold a regular meeting at a time or place different from the time or place stated in its schedule of regular meetings, the Board or its designee will provide notice of the time, date, place, and purpose of the meeting in accordance with the requirements for special meetings.

2. Special Meetings: For each special meeting, except an emergency meeting or a special meeting for which a notice requirement is otherwise expressly established by statute, the School Board or its designee will post written notice of the date, time, place, and purpose of the meeting on the principal bulletin board of the School Board, or if the School Board has no principal bulletin board, on the door of its usual meeting room. The notice will also be delivered to each person who has filed a written request for notice of special meetings with the School Board. This notice must be posted and delivered at least three days before the date of the meeting.
 - a. As an alternative to mailing or otherwise delivering notice to persons who have filed a written request for notice of special meetings, the School Board or its designee may publish the notice once, at least three days before the meeting, in the official newspaper of the School Board or, if there is none, in a qualified newspaper of general circulation within the area of the public body's authority.
 - b. A person filing a request for notice of special meetings may limit the request to notification of meetings concerning particular subjects, in which case the School Board or its designee will send notice to that person only concerning special meetings involving those subjects.
 - c. The School Board or its designee may establish an expiration date for requests for notices of special meetings and require refiling of the request once each year. Not more than 60 days before the expiration date of a request for notice, the School Board or its designee will send notice of the refiling requirement to each person who filed during the preceding year.

Legal References: Minn. Stat. § 123B.09, Subds. 6, 7, and 10 (School Board Matters)
Minn. Stat. § 123B.14 (Officers)
Minn. Stat. Ch. 13D (Open Meeting Law)

POLICY ADOPTED: January 25, 2007

POLICY REVIEWED: February, 2011; September, 2012

POLICY REVISED: March 24, 2011; November 20, 2012, April 23, 2015