



## **Banning Lewis Ranch Academy (BLRA) BLRABODPOL School Board Meetings**

**Scope and Purpose:** All regular and special meetings of the Board shall be open to the public. This policy addresses the requirement of public input at open Board meetings while addressing the need to conduct board business in an orderly and timely fashion. This policy applies to any public comment at any Board meeting which by definition is an open meeting.

The articles of this policy are guidelines, in accordance with or beyond the minimum requirements of the Colorado Revised Statutes and at a minimum all notices, records and communications will conform to the *Colorado Open Records Act C.R.S. 24-72-201*, *Colorado Open Meetings Act* and the *Colorado Sunshine Law C.R.S. 24-6-402*, the *BLRA By-laws* and the *Charter School Contract*.

<b>BLRABODPOL - School Board Communication</b>
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### **SECTION 1 SCHOOL BOARD MEETING NOTIFICATION SECTION 1.1 NOTICE OF REGULAR MEETINGS**

It is the intent of the Board to establish dates of regular Board meetings for the school year and to post these dates on the BLRA website. Notice of the next upcoming meeting shall be posted on the website and in the weekly newsletter emailed to parents when possible. Special or working sessions of the Board may be called and will be posted in advance, a minimum of 24 hours before the meeting and on the website and/or in weekly parent newsletters if possible.

### **SECTION 1.2 NOTICE OF AGENDA**

All board meeting agendas will be posted on the front door of the schools, visible from the outside, at least 24 hours in advance of the meeting. It is the responsibility of the Board Secretary to prepare the agenda and to ensure it is posted at the schools and online on the BLRA website.

## **SECTION 2 GENERAL RULES OF ORDERLY CONDUCT**

*Robert's Rules of Order, Newly revised* will be used as a guideline for meetings.

Undue interruption or other interference with the orderly conduct of the Board business shall not be allowed and any person who disrupts order may be required to leave in accordance with the law.

Defamatory or abusive remarks are always out of order. The presiding officer may terminate the speakers privilege of address if, after being called to order, he/she persists in improper conduct or remarks.

## **SECTION 3 AUDIENCE PARTICIPATION AT BOARD MEETINGS**

### **SECTION 3.1 GENERAL GUIDELINES FOR AUDIENCE PARTICIPATION**

Because the Board desires to hear the viewpoints of all community members and also needs to conduct its business in an orderly and efficient manner, it shall schedule one or more periods during each meeting for brief comments and questions from the public. The Board may also schedule an interim public discussion period on a particular item. The Board shall set a time limit on the length of any public discussion period and/or a time limit for individual speakers. Unless otherwise indicated in the meeting agenda the time limit for each speaker shall be set at three minutes.

Comments and questions at a regular meeting may deal with any topic related to the Board's conduct of the school. Comments at special meetings must be related to the call of the meeting.

Speakers may offer comments related to school operations and programs as concern them. But in public session, the Board will not hear personal complaints against any person connected with the school. A member of the public who has concerns about an individual or individuals connected with the school may contact the Board secretary so that, if required, arrangements can be made to properly address the concern and the privacy requirements of the individuals involved.

The Board President shall be responsible for recognizing all speakers who shall properly identify themselves, for maintaining proper order and for adherence to any time limits set. Members of the public will not be recognized by the Board President during Board meetings except as noted in this policy.

### **SECTION 3.2 AUDIENCE COMMENTS**

The Board welcomes interested citizens at its meetings and encourages the constructive participation of those present. The Board encourages members of the public to exercise their First Amendment rights in a responsible fashion. All audience participants that wish to speak must place their name on the audience comment signup sheet before the meeting commences. There will be a 3 minute speaking limit per person. When there are a large number of speakers to be heard, the presiding officer may shorten the time.

### **SECTION 3.3 PUBLIC DISCUSSION PERIOD**

The Board may schedule an interim public discussion period on a particular item. The Board shall set a time limit on the length of any public discussion period and/or a time limit for individual speakers.

### **SECTION 3.4 FORMAL PRESENTATIONS TO THE BOARD**

Members of the public wishing to make formal presentations before the Board should make arrangements in advance with the Board Secretary so that such presentations may be scheduled on the agenda.

### **SECTION 3.5 RESOLUTION OF ISSUES**

Questions asked by the public shall, when possible, be answered immediately by the Board President or referred to staff members present for reply. The Board will not attempt to resolve issues during the Board meeting. Issues or questions raised by the public requiring investigation will be assigned a Board action number, point of contact, and suspense date.

### **SECTION 4 BOARD MEETING MINUTES**

Meeting minutes will be taken at all public school board meetings. After the minutes are approved by the Board, they will be made available to the public by the Board secretary. The Board may also post the approved meeting minutes on the BLRA Board website each month. There are two (2) means of acquiring a copy of the approved meeting minutes:

1. Copies of the approved minutes will be available by written request to the Board at: [BoardBLRA@blracademy.org](mailto:BoardBLRA@blracademy.org) or by verbal or written request to a Board member, in accordance with the Colorado Open Records and Meetings Act. Copies of the requested minutes will be emailed to the requester in three (3) business days or less.
2. Copies of the approved minutes will be available in person at the BLRA reception desk by request during normal business hours. Printed copies will be given at the time of request or mailed to the requester in three (3) business days or less.

### **SECTION 5 POLICY ADOPTION**

#### **SECTION 5.1 POLICY ADOPTION RESPONSIBILITY**

Adoption of new policies or the revision or repeal of existing policies is solely the responsibility of the Board.

#### **SECTION 5.2 POLICY ADOPTION PROCEDURE**

The Board shall adhere to the following procedure in considering and adopting policy proposals to ensure that they are well examined before final adoption.

First meeting - The proposal shall be presented as a discussion item in the discussion section of the board meeting.

Second meeting - The proposal shall be presented as an action item and the proposal shall be presented for a vote.

During the meetings or in the interim time between the first and second meeting of a policy proposal, the views of the public and staff will be considered, via requests by communications in the audience section of the meeting or by written requests to the Board. The presiding officer may also elect to open the discussion session to the audience for constructive comments regarding the proposed policy.

Amendments may be proposed by Board members. An amendment will not require that the policy go through an additional reading except as the Board determines that the amendment needs further study and that an additional reading would be desirable.

Under unusual circumstances, the Board may temporarily approve a policy to meet emergency conditions. However, the above procedure is required before the policy shall be considered permanent.

#### **SECTION 6 PUBLIC DOCUMENT RETENTION AND ACCESS**

All public documents approved by the Board will be retained as required by Colorado Revised Statutes 2016, Title 24, Article 72- Public Records. BLRA's By-Laws and Charter Contract shall be posted on the BLRA website for public access at all times. All Board materials are available to the public, once they have been considered at a Board meeting, unless explicitly restricted by the Board. Standing exceptions include legal opinions/documents, appeals material and personal information of individuals. Copies of any approved Board related document may be requested of the Board, if not available at the reception desk, at a fee of \$0.50 per page for hard copy documents in excess of 3 pages.

**Adopted:** Approval February 3, 2009

**Revised:**

Revision 1 - 20 March, 2012 – Revised for individual board member email accounts

Revision 2 - April 2017 - updated

**File:** BLRABODPOL-School\_Board\_Meeting\_Policy

CROSS REF.: