

Board Meeting Procedures

Meeting Preparation

The regular business meetings of the Board of Trustees are open to the public and are usually scheduled for 5:30 p.m. on the second Monday of each month. When determined necessary the date, time, or location of a regular meeting may change with proper notice. A written notice of the date, time, and location and subjects of each meeting shall be provided at least three (3) business days prior to the scheduled time of the meeting and at least one hour prior to the time of an emergency meeting.

Attending a Board Meeting

Regular meetings of the board begin at 5:30 p.m. in the board room of the Tatum ISD administration building located at 510 Crystal Farms Road. The school board may meet in closed session as allowed by the Texas Open Meetings Act exceptions listed in BEC (LEGAL) policy. Special meetings of the Board of Trustees will be at 5:30 p.m. unless otherwise specified in the Notice of Meeting.

Process for Speaking at Board Meetings

Individuals who wish to provide public comment or testimony to the Board at the designated time during a Board meeting must sign up in advance of the Board meeting by email or in-person at the Tatum ISD Administration building at 510 Crystal Farms Road, Tatum, Texas.

Sign up will open 72 hours prior to the posted start time of the meeting and close four (4) hours prior to the posted start time of the meeting. Individuals who wish to participate in this portion of the meeting shall sign up by completing the appropriate form available on the District website and submitting it in person or by sending an email to schoolboard@tatumisd.org with the form attached.

When an individual signs up, the individual must indicate whether the comment pertains to an item on the Board agenda and, if so, which item or items. An individual who will be accompanied by a translator must notify the District at the time of signup.

Topic of Public Comment

At regular Board meetings, the Board shall permit public comment, regardless of whether the topic is an item on the agenda posted with notice of the meeting. At all other Board meetings, public comment shall be limited to items on the agenda posted with notice of the meeting. Public comments should be limited to topics relevant to District business.

Time for Public Comment

Generally, the Board will conduct public comment at the beginning of its Board meetings.

However, in the interest of time and the orderly conduct of public business, the Board reserves the right to:

- Increase or decrease the per-speaker time limit to address the Board.
- Move comment on non-agenda topics to the end of the meeting.
- Take items in a different order than shown on the meeting notice.

- Proceed first with agenda items for which no speakers have registered to provide comment.
- Recommend that comments involving the performance of individual District employees or officers be made through the grievance policy.
- Require that comments involving personally identifiable student information be made through the grievance policy.
- Continue a meeting or an agenda item to another day in order to allow adequate time for public comment.
- Make other reasonable adjustments to the timing of public comment in accordance with law.

The Board delegates to its presiding officer the authority to make reasonable adjustments to the timing and conduct of public comment in accordance with law. [See BDAA]

The presiding officer will announce these adjustments in an open meeting.

Per-Speaker Time Limit

A speaker will be given up to 3 minutes to address the Board. If, however, the total number of speakers seeking to address the Board at a meeting exceeds 5, the per-speaker time limit may be reduced. In no event, will a speaker be given less than one minute to address the Board. A speaker who wishes to address multiple agenda items may be given one minute additional time to address the Board.

Board's Response

Specific factual information or recitation of existing policy may be furnished in response to inquiries, but the Board shall not deliberate or decide regarding any subject that is not included on the agenda posted with notice of the meeting.

Complaints and Concerns

The presiding officer or designee shall determine whether a person addressing the Board has attempted to solve a matter administratively through resolution channels established by policy. If not, the person shall be referred to the appropriate policy to seek resolution as follows: Employee complaints – DGBA; Student or parent complaints – FNG; Public complaints – GF.

Disruptions

The Board shall not tolerate disruption of the meeting by members of the audience. If, after at least one warning from the presiding officer, any individual continues to disrupt the meeting by his or her words or actions, the presiding officer may request assistance from law enforcement officials to have the individual removed from the meeting.

Written submissions to the Board are subject to public disclosure in accordance with the law.