

FILE: BC

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## SCHOOL BOARD MEETINGS

The Jefferson Davis Parish School Board has the authority to hold as many School Board meetings per month as the School Board deems necessary. The School Board shall conduct at least one (1) regularly scheduled meeting per month. Special meetings may be held as the School Board determines or as occasion may require. For the purpose of definition, a single meeting of the School Board shall constitute a session.

At any regular or special meeting of the School Board, no business may be transacted which does not come within the purpose or purposes set forth in the agenda for the meeting, except upon ***unanimous approval of the members of the School Board present*** at that meeting. The motion to add an item not on the agenda shall identify the item with reasonable specificity, including the purpose for the proposed addition to the agenda, and shall be entered into the minutes. In keeping with state law and School Board policy, prior to any vote to add an item to the agenda, there shall be an opportunity for public comment on the motion.

*A simple majority of School Board members present and voting* may adopt any motion or any policy and/or regulation, unless the law or School Board policy specifically requires adoption by a *majority of the full membership* or more.

Official actions or decisions shall be made only in official meetings of the School Board. No member of the School Board or any committee of the School Board shall have the power to act in the name of the School Board outside of official School Board meetings unless so designated by a majority of the School Board duly convened.

The public and news media shall be informed of the dates of all regular and special meetings. All meetings shall be open to the public except meetings that meet the criteria described in Louisiana law for being closed meetings.

It is the desire of the School Board that meetings shall be formal enough for orderly procedure but informal enough to be natural, to encourage free discussion and to promote group thinking and action. In matters of procedures not covered by law, School Board policy, or the Louisiana Board of Elementary and Secondary Education (BESE), meetings of the School Board shall be governed by Robert's Rules of Order, Revised. The President shall be entitled to discuss and vote on all matters before the School Board.

## QUORUM

A *quorum* for the transaction of official business shall consist of a simple majority of the total membership of the School Board. When a quorum of the School Board has convened and neither the President nor the Vice-President is present, the members shall elect one of their number to serve as the chairperson for that meeting.

Official meetings of the School Board may only be held when a quorum is present.

Revised: January, 1995

Revised: October 16, 2008

Revised: June 21, 2018

Ref: La. Rev. Stat. Ann. §§[17:81](#), [42:12](#), [42:13](#), [42:14](#), [42:15](#), [42:16](#), [42:17](#), [42:19](#), [42:20](#), [42:24](#), [42:25](#)

Board minutes, 11-17-94, [10-16-08](#), [6-21-18](#)

Jefferson Davis Parish School Board