

RULES OF ORDER

Except as otherwise specified by state law or Board policies pertaining to its own operating Procedures, the Board shall operate by the rules prescribed in *Robert's Rules of Order, Newly Revised*.

Adopted: February 9, 2000

Note: Under Robert's Rules, these parliamentary rules or order may be suspended by a two-thirds vote.

VOTING METHOD

All voting shall be by roll call with each member present voting "Aye" or "No" alphabetically. However, election of the president and vice president may be by secret ballot.

A member may abstain from voting only if excused by the Board for good cause.

A Board member who has a personal or private interest in any proposed or pending matter which presents a conflict of interest in accordance with Board policy shall disclose such interest and shall not vote unless participation is necessary to obtain a quorum or otherwise enable the Board to act. Under such circumstances, the member shall comply with the voluntary disclosure requirements set out in state law.

To pass, any motion must be approved by a majority of the members present except as state law or policies of this Board may require a majority of full membership.

Adopted: February 9, 2000

LEGAL REFS.: C.R.S. 22-32-104 (3)
C.R.S. 22-32-108 (6)
C.R.S. 24-18-109 (3)
C.R.S. 24-18-110

BOARD MEETINGS/REGULAR MEETINGS/SPECIAL MEETINGS

All meetings of a quorum or of three or more members of the Board, whichever is fewer, at which any public business may be discussed or any formal action taken shall be open to the public at all times except for periods in which the Board is in executive session.

Regular Meetings

Regular meetings of the Board shall be held on a rotating basis between the five participating school districts of the Santa Fe Trail BOCES.

Meetings of the Board shall be held on the 2nd Wednesday of every month at 7:30 p.m. unless otherwise set by action of the Board.

Special Meetings

Special meetings of the Board may be called by the Board president at any time and shall be called by him upon the written request of a majority of the members.

The secretary of the Board shall be responsible for giving a written notice of any special meeting to each Board member at least 72 hours in advance of the meeting if mailed or 24 hours in advance if hand-delivered personally to the member. The notice must contain time, place and purpose of the meeting.

Any member may waive notice of a special meeting at any time before, during or after such meeting, and attendance there at shall be deemed to be a waiver.

No business other than that stated in the notice of the meeting shall be transacted unless all members are present and agree to consider and transact other business.

Adopted: September 8, 1999

LEGAL REFS.: C.R.S. 22-5-104 (4)
C.R.S. 22-5-105
C.R.S. 22-32-108 (1) through (5)
C.R.S. 24-6-401 *et seq.* (Colorado Sunshine Act of 1971)
C.R.S. 29-9-101

EXECUTIVE SESSIONS/OPEN MEETINGS

All regular and special meetings of the Board shall be open to the public except that at any regular or special meeting the Board may proceed into executive session upon affirmative vote of two-thirds of the Board members present.

The board shall not make final policy decisions nor shall any resolution, policy or regulation be adopted or approved nor shall any formal action of any kind be taken during any executive session.

The board may hold an executive session for the sole purpose of considering any of the following matters:

1. Purchase, acquisition, lease, transfer or sale of any real, personal or other property. However, no executive session shall be held to conceal the fact that a member of the Board has a personal interest in such property transaction.
2. Conferences with an attorney for the purpose of receiving legal advice on specific legal questions. The mere presence or participation of an attorney at an executive session shall not be sufficient to satisfy this requirement.
3. Matters required to be kept confidential by federal or state law or regulations. An announcement will be made indicating the specific citation to state or federal law which is the reason the matter must remain confidential.
4. Specialized details of security arrangements or investigations.
5. Determination of positions relative to matters that may be subject to negotiations, development of strategy for negotiations and instruction of negotiators.
6. Personnel matters except if an employee who is the subject of an executive session requests an open meeting. If the personnel matter involves more than one employee, all of the employees must request an open meeting.

The Teacher Employment, Compensation and Dismissal Act shall prevail in teacher dismissal hearings. (It provides that a dismissal hearing shall be open unless either the administration or employees requests the hearing be closed.)

7. Consideration of any documents protected under the mandatory nondisclosure provision of the Open Records Act, except that consideration or work product documents and documents subject to the governmental or deliberative process privilege must occur in a public meeting, unless an executive session is otherwise allowed.

File: BEC

8. Discussion of individual students where public disclosure would adversely affect the person or persons involved.

Prior to convening in executive session, the Board president shall announce the topic of the executive session which shall be reflected in the minutes.

Only those person invited by the Board may be present during any executive session.

Adopted: September 8, 1999

LEGAL REFS.: C.R.S. 22-32-108 (5)
C.R.S. 24-6-402

NOTIFICATION OF BOARD MEETINGS

The Board shall give full and timely notice to the public of any meeting at which the adoption of any proposed policy or formal action shall occur or at which a quorum of the Board is expected to attend.

Dates of regular meetings of the Board shall be made available in printed form to the news media and public. At its first regular meeting of the calendar year, the Board shall designate the public place or places at which notice of all Board meetings shall be posted. In the event such action is not taken annually, the designated public places used in the previous year shall continue as the official posting sites.

At a minimum, the Board shall cause notice of regular and special meetings and work sessions to be posted at the designated public place no less than 24 hours prior to the meeting. This notice shall include specific agenda information where possible.

Written notification of all special/rescheduled meetings shall be sent to the news media sufficiently in advance for the public to be notified when feasible. The news media shall be telephoned in event of emergency meetings.

The agency shall maintain a list of persons who request notification of all meetings or of certain meetings where specified topics will be discussed. These individuals will be provided reasonable advance notification of Board meetings unless the meeting is a special meeting and there is insufficient time prior to the meeting to mail notice to persons on the list.

Notice to the Board

The special education director shall mail the agenda, together with meeting materials and the minutes of the last regular meeting, to the Board members no later than 72 hours before the next regular meeting.

Adopted: September 8, 1999

LEGAL REFS.: C.R.S. 22-32-108 (2), (3)
C.R.S. 24-6-402 (2), (c)

CROSS REFS.: BE/BEA/BEB, Board Meetings/Regular Meetings/Special Meetings

MINUTES

Minutes of any Board meeting at which the adoption of any policy or formal action occurs or could occur shall be taken and promptly recorded. Such records shall be open to public inspection.

Official minutes of the meetings of the Board constitute the written record of all proceedings of the Board. Therefore, the minutes shall include:

1. The nature of the meeting, whether regular or special; time and place; members present; approval of the minutes of the preceding meeting or meetings.
2. A record of all actions taken by the board, the motion, the name of the member making the motion and seconding it; the record of the vote, with the vote of each member recorded. Reports and documents related to a formal motion may be omitted if they are referred to by title and date.
3. A record of all business that comes before the Board through reports of the special education director and others and through communications from the staff and the public.
4. The names of all persons who speak before the Board and the topic of their remarks.
5. A record that an executive session was held, including the names of those present and the topic of discussion.
6. The record of adjournment.

The official minutes shall be signed by the secretary. Following their approval, the official copy also shall be signed by the president of the Board.

The official minutes shall be in the custody of the Board secretary and shall be made available to the public at the agency's administrative office upon request during normal office hours.

Adopted: September 8, 1999

LEGAL REFS.: C.R.S. 22-32-106
C.R.S. 22-32-109 (1) (e)
C.R.S. 24-6-402 (2) (d) (II)

Santa Fe Trail Board of Cooperative Educational Services, La Junta, Colorado

POLICY ADOPTION

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

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

1. First meeting - the proposal shall be presented for a first reading, discussion and first vote.
2. Second meeting - the proposal shall be presented for a second reading, discussion and final vote.

During discussion of a policy proposal, the views of the public, staff and member districts shall be considered. Amendments may be proposed by Board members. An amendment shall 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.

Adopted: September 8, 1999

BOCES BOARD POLICY PROCESS

It is the intent of the Board to develop policies and put them in writing so that they may serve as guidelines for its own operations and for the successful and efficient functioning of the public schools.

The Board endorses for use in this agency the policy development and codification system of the National Education Policy Network/National School Boards Association (NEPN/NSBA), as recommended by the Colorado Association of School Boards.

This system, while it may be modified to meet needs, is to serve as a general guideline for such tasks as policy research, drafting of preliminary policy proposals, reviewing policy drafts with concerned groups, presenting new and revised policies to the Board for consideration and action, policy dissemination, policy evaluation and the continuous maintenance of the Board policy manual.

The Board considers policy development one of its chief responsibilities. Proposals regarding policies may originate with a member of the Board, the special education director, staff members, parents, students, consultants, civic groups or other resident of the Santa Fe Trail BOCES districts. A careful and orderly process shall be used in examining such proposals prior to action upon them by the Board. The Board shall take action after hearing the recommendations of the special education director and the viewpoints of persons and groups affected by the policy.

The policies of the Board are framed and meant to be interpreted in terms of state laws and regulations and other regulatory agencies within state and federal levels of government.

Adopted: September 8, 1999