

**SCHOOL POLICIES  
INDEPENDENT SCHOOL DISTRICT 16**

<b>POLICY</b>	203	<b>Page:</b> 1 of 2
<b>SERIES</b>	200	School Board
<b>SUBJECT</b>	203	Operation of the School Board—Governing Rules
<b>Adopted</b>		November 14, 2000
<b>Revised</b>		June 10, 2003

**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.

**IV. ORGANIZATIONAL MEETING**

- A. The School Board shall annually hold its Organizational Meeting the first Board meeting in July. The following designations shall be made at the annual meeting:
  - 1. The School District attorney and auditor shall be appointed for a one-year term, or as needed.
  - 2. The official depository for School District funds shall be designated from July 1 or as soon thereafter as possible, until June 30 of the following year, or until a new depository is designated.

3. Regular and Special School Board meeting dates and times shall be designated.
4. The School Board shall establish its annual financial stipend. School Board members shall be provided the option to participate in the District's health insurance, dental insurance, and group life insurance programs, and the premium for any selected options may be deducted from the School Board member's annual stipend.

The District shall carry an insurance policy to indemnify for errors of commission and omission for School Board members.

- B. The School Board shall annually hold its January Organizational meeting the first Board meeting in January for the purpose of electing officers for the year.

#### **V. CHANGES IN SCHEDULED TIMES/PLACE OF MEETINGS**

All School Board members and the Superintendent must be notified of any changes in the time and place of School Board meetings. Special meetings may be called in accordance with state statute.

#### **VI. DURATION OF MEETING**

No meeting shall continue beyond 11:00 p.m. unless a two-third majority of the Board votes to extend it until not later than 12:00 midnight, at which time the meeting is automatically recessed.

**Legal References:** Minn. Stat. § 123B.09, Subds. 6, 7 and 10U (School Board Matters)  
Minn. Stat. § 123B.14 (Officers)  
Minn. Stat. § 471.705 (Open Meeting Law)

**Cross References:**