LEVITTOWN UNION FREE SCHOOL DISTRICT Policy 1510

REGULAR BOARD OF EDUCATION MEETINGS AND RULES (QUORUM AND PARLIAMENTARY PROCEDURE)

All Board of Education meetings must be open to the public except those portions of the meetings which qualify as executive sessions. A "meeting" is defined as an official convening of a public body for the purpose of conducting public business and a "public body" is defined as an entity of two (2) or more persons which requires a quorum to conduct public business, including committees and subcommittees.

Whenever such a meeting is to take place, there must be at least seventy-two (72) hours advance notice in accordance with the provisions of the Open Meetings Law. Notice of other meetings shall be given as soon as is practicable in accordance with law.

If videoconferencing is used to conduct a meeting, the public notice for the meeting shall inform the public that videoconferencing will be used, identify the locations for the meeting, and state that the public has the right to attend the meeting at any of the locations.

Regular meetings of the Board of Education of Levittown Union Free School District shall take place on the day and time designated by the Board at the Annual Organizational Meeting, except as modified at subsequent meetings of the Board of Education.

It is the responsibility of the Superintendent of Schools to prepare the agenda and review it with the Board Officers for each meeting of the Board of Education. The agenda for each meeting shall be prepared during the week prior to the meeting. The agenda shall be distributed to Board of Education members no later than the Friday before such regular meeting. Whenever the President or other members of the Board of Education wish to bring a matter to the attention of the Board of Education, such request should be made to the Superintendent of Schools so that the same can be placed on the agenda. Whenever individuals or groups wish to bring a matter to the attention of the Board of Education, such request shall be addressed in writing to the Superintendent of Schools. The Superintendent of Schools shall present such matter to the Board of Education.

The District Clerk shall notify the members of the Board of Education in advance of each regular meeting. Such notice, in writing, shall include an agenda and the time of the meeting.

In the event that a meeting date falls on a legal holiday, interferes with other area meetings, or there is an inability to attend the meeting by Board of Education members to the extent that a quorum would not be present, the Board of Education shall select a date for a postponed meeting at the previous regular meeting, and shall direct the District Clerk to notify all members.

Any meeting of the Board of Education may be adjourned to a given future date and hour if voted by a majority of the Board of Education members present.

The Superintendent of Schools and members of their staff at the Superintendent's discretion shall attend all meetings of the Board of Education. The Superintendent of Schools shall attend all executive session meetings of the Board of Education except those that concern their evaluation, employment status, and salary determination. The Board of Education may request the attendance of such additional persons as it desires.

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Public Expression at Meetings

Public expression at such meetings shall be encouraged and a specific portion of the agenda shall provide for this privilege of the floor. At its discretion, the Board of Education may invite visitors to its meetings to participate in the Board of Education's discussion of matters on the agenda.

The Board of Education reserves the right to enter into executive session as specified in Policy #1540 -- Executive Sessions.

Quorum

The quorum for any meeting of the Board of Education shall be four (4) members. No formal action shall be taken at any meeting at which a quorum is not present. When only a minimum quorum exists, the Board of Education shall act by unanimous vote unless otherwise required by the laws of the State of New York.

Use of Parliamentary Procedure

The business of the Board of Education shall be conducted in accordance with the authoritative principles of parliamentary procedure as found in the latest edition of Robert's Rules of Order.

Education Law Sections 1708 and 2504
General Construction Law Section 41
Public Officers Law Article 7

NOTE: Refer also to Policies #1520 -- Special Meetings of the Board of Education
#1540 -- Executive Sessions
#5410 -- Purchasing
#6217 -- Employment of Relatives of Board of Education Members
#8340 -- Textbooks/Workbooks/Calculators/Instructional Computer Hardware

Re-Adopted: November 6, 2024

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