

*Adopted:* July 26, 1999  
*Reviewed:* March 2000; October 2003; March 2007  
*Review Date:* March 2010

## **203.2 ORDER OF THE REGULAR SCHOOL BOARD MEETING**

### **I. PURPOSE**

The purpose of this policy is to ensure consistency in the order of business at regular school board meetings.

### **II. GENERAL STATEMENT OF POLICY**

It is the policy of the school board to consider matters that come before it in a consistent and orderly manner.

### **III. ORDER**

- A. The school board shall conduct an orderly school board meeting. The school board will, at all regular school board meetings, follow an agenda order similar to:
1. Call to order
  2. Roll Call
  3. Open Forum
  4. Approval of agenda
  5. Approval of prior meeting minutes
  6. Presentation of bills and claims for payment
  7. Consideration of proposed school policies
  8. Presentations
  9. Finance/Business
  10. Personnel
  11. Correspondence and communication
  12. Administrative reports
  13. Other business that should come before the board
  14. Adjournment

- B. Items in this order may be considered as part of a consent agenda.
- C. The school board may depart from the order of business with the consent of the majority of members present.

***Legal References:*** Minn. Stat. 123B.09, Subd. 7 (School Board powers)

***Cross Reference:*** Policy 203 (Operation of the School Board – Governing Rules)  
Policy 203.5 (School Board Meeting Agenda)