

Administrative Procedures

1. Procedure for holding a closed session under Policy No. 100-13, C.

The following procedure shall be followed when the Board meets in closed session under C of Policy No. 100-13 (closed sessions that require a public vote). This procedure is designed to comply with MD. CODE ANN., STATE GOV'T 10-508(d).

A majority of the members of the Board present and voting may vote to close a session of the Board for one of the purposes set forth in C. This closed session may occur immediately or at a future date.

Before the Board meets in closed session under C of Policy No. 100-13, the presiding officer shall (a) conduct a recorded vote on the closing of the session; and (b) make a written statement of the reason for closing the meeting including a citation to the purpose under 10-508(a) of the Open Meetings Act for which the Board is meeting, and a listing of the topics to be discussed.

If a person objects to the closing of a session of the Board, the presiding officer shall cause a copy of the written statement required above to the Open Meetings Law Compliance Board, c/o Office of the Attorney General, 200 St. Paul Place, Baltimore, Maryland 21202.

If the closed session of the Board is to be held at a later date, reasonable public notice shall be given of the closed session. The Board agenda will be posted 5 days prior to the Board meetings

2. Procedure for holding closed meetings to conduct an executive function under Policy No. 100-13, D.

Meetings during which the Board engages in an executive function, as described by section D of this policy, need not comply with the procedural and notice requirements of the Open Meetings Act. Nevertheless, the Board shall make a record of its vote to conduct a closed session under this provision, and shall keep minutes of any meeting conducted under this provision. The presiding officer shall announce at the commencement of a closed meeting held under section D the purpose for the closed meeting and shall admonish the members of the Board of their responsibility not to engage in policy formation or discussions at such meeting.

3. Agenda and Timelines

At each meeting, an agenda proposed by the Superintendent shall be considered for adoption by the members of the Somerset County Board of Education, allowing for deletions, additions or other modifications to the agenda. The Agenda will be posted by the Board Secretary 5 days prior to meetings. The format of the agenda will consist of:

AGENDA

1. Call to Order - Chairperson
2. Roll Call - Secretary
3. Declaration of Quorum - Chairperson
4. Pledge of Allegiance - Chairperson
5. Adoption of Agenda - Chairperson
6. Public Participation
7. Approval of Minutes of Last Regular Board Meeting - Chairperson
8. Student Board Member Reports - Student Board Members
9. Old Business
10. New Business
11. Public Participation
12. Superintendent and Board Member Comments
13. Next Month's Board Meeting Time and Place
14. Adjournment

The Pledge of Allegiance shall be recited at each regular Board meeting.

A portion of each regular meeting will be allocated for public comment on items not on the agenda. Upon request, opportunity may be provided for public comment on agenda items at the time they are discussed. The Chairperson will have the right to limit the scope of the comments and the time allowed for each person wishing to address the Board.

The Somerset County Board of Education will use the latest edition of *Robert's Rules of Order* for governing the conduct of its meetings. All Board meetings will be held in compliance with the Open Meetings Act, Maryland Code Annotated, State Government Article, Subsection 10-501 through Subsection 10-510.

Board Briefs (packets) will be distributed to Board Members by the Board Secretary *3 days* prior to the meeting. Input for meetings should be submitted by Board Members to the Board Chair *7 days* prior to the next Board meeting.

4. Recording of Board of Education Meetings

(1) Recordings made by the Board

All Regular, Work, Special, or Executive Sessions of the Board of Education will be minuted by the recorded notes of the presiding Secretary of the Board or his/her designee. These notes shall be prepared for approval by the Board at the first convening of the Board following the recorded notes. Upon approval they will be posted on the website and may be distributed to any employee of the Board or requesting individual. These notes are the only official record of action taken at any meeting.

(2) Recording, Photographing, and Broadcasting of Open Sessions

(a) A member of the public, including any representative of the news media, may record discussions of the Board at an open session by means of a tape recorder or any other recording device if the device does not create an excessive noise that disturbs members of the Board or other persons attending the session.

(b) A member of the public, including any representative of the news media may photograph or videotape the proceedings of the Board at an open session by means of any type of camera if the camera:

1. Is operated without excessively bright artificial light that disturbs members of the Board or other persons attending the session; and
2. Does not create an excessive noise that disturbs member of the Board or other persons attending the session; and
3. Has a self-contained power source.

(c) A representative of the news media may broadcast or televise the proceedings of the Board at an open session if the equipment used:

1. Is operated without excessively bright artificial light that disturbs members of the Board or other persons attending the session; and
2. Does not create an excessive noise that disturbs member of the Board or other persons attending the session; and
3. Has a self-contained power source.

(d) The presiding officer may restrict the movement of a person who is operating a recording device, camera, or broadcasting or television equipment if such restriction is necessary to maintain the orderly conduct of the session.

5. Quorum

Three (3) voting members will constitute a quorum at any meeting of the Board of Education. If a quorum is not present within twenty (20) minutes after the time set for a meeting, the members then in attendance may adjourn, either sine die, or to any date prior to the next stated meeting, in which latter event, notice will forthwith be given to all members of the Board of the time and place of such adjourned meeting. If a quorum of the Board is present, three (3) affirmative votes are required to pass a motion. The yeas, nays and abstentions will be taken and recorded. A proxy vote may not contribute to a quorum, but such vote is counted if a quorum is present. Proxy voting should occur only in unavoidable situations.