



Responsible Office: Office of the Superintendent

**BOARD POLICY 9110
MEETING PROTOCOLS**

PURPOSE

The Board of Trustees (Board) is the policy-making body of the Washoe County School District (District) and the Board Meeting is the forum in which the business of the people is conducted. This Board Policy shall set the procedures related to meetings of the Board, to include the preparation of meeting agendas, order of business, quorum, voting and minutes.

POLICY

1. Through regular meetings, the Board:
 - a. Considers the interests of the District and provides direction and guidance to the Superintendent in the furtherance of those interests; and
 - b. Provides oversight of the District's operations, to include its finances, to assure the constituents of Washoe County are kept informed and given an opportunity to comment on the business of the District.
2. Preparation of Agenda and Support Materials.
 - a. The Superintendent, in coordination with the Board President and Vice-President, shall prepare the agenda for all meetings of the Board including approving agenda items.
 - b. The Superintendent shall be responsible for the preparation support material in support of agenda items.
 - c. Trustees may provide supplemental information for a specific item on the Board meeting agenda.
 - i. Supplemental information provided by a Trustee is not support material for purposes of the Open Meeting Law. Such supplemental information shall be made part of the public record for the meeting, but it will not be treated as support material.
 - ii. If a Trustee's supplemental information supports an agenda item requested by that Trustee, then it is support material for purposes

of the Open Meeting Law. Such materials shall be made part of the public record, made available with the meeting packet, if possible, and shall be treated as support material.

- iii. To provide adequate time for review of the material, the supplemental material shall be provided as soon as possible at or before the meeting. However, a Trustee may move to delay action on the item until the next regularly scheduled meeting in order to review the supplemental information and/or documents.

3. Consent Agenda

- a. The consent agenda is used to recognize routine matters in an expeditious manner. Items that generally appear on the consent agenda include expenditures, contracts, and reports customarily approved by the Board without discussion and for items delegated to the Superintendent yet required by law or contract to be Board approved.
- b. A Trustee may request that an item be removed from the Consent Agenda for consideration, deliberation, and/or action separate from the other consent agenda items. The Board President or the acting chair retains discretion in deciding whether the item will be considered separately. A Trustee may move to remove an agenda item from the consent agenda to be considered separately.
- c. If a consent agenda item has already been deliberated before the Board, then two trustees are required to remove an item from the consent agenda for additional deliberation. If a debatable item appears on the consent agenda, the item may be removed at the request of a board member and inserted at an appropriate place on the agenda.

4. Formative Report Schedule

- a. The Board's Formative Report Schedule of topics shall be set annually. It is the intention of the Board to plan and prioritize the agenda to focus on deliberation and policy approval related to District Values, Mission, Vision, Strategic Goals, and Balanced Governance Model Standards.
- b. An attempt shall be made to focus the majority of the Board meeting agenda on goal progress checking rather than deliberation of operations and management topics. To ensure depth of deliberation, the Board agenda shall attempt to focus on no more than two (2) or three (3) substantive instructional topics per meeting.

5. Adding Agenda Items. A Trustee may request agenda items using the following process:
 - a. The Superintendent will attempt to answer Trustee inquiries and questions regarding policy and procedure prior to such inquiries and questions being submitted as an agenda item;
 - b. Agenda items must be requested to the Board President, who has discretion whether to add the agenda item to a future meeting;
 - c. If two Trustees request the same agenda item to the Board President, the Board President and Superintendent must add the agenda item to a future Board agenda in a timely fashion; and
 - d. The public shall not be allowed to place items on the agenda.
6. Prior to the posting dates of the agenda, draft of the agenda shall be prepared and submitted in a timely manner to the Superintendent, Board President, and Board Vice President for review and recommendation on consent agenda and action items. When possible, items placed on the agenda shall reference a Board Policy or the District Values, Mission, Vision, Strategic Goals, and Balanced Governance Model Standards unless the items appear on the consent portion of the agenda.
7. Meeting Conduct and Order of Business
 - a. All Board meetings shall be scheduled, noticed, and conducted in an orderly manner. The Board will function through regular meetings, work sessions, special meetings, and emergency meetings.
 - b. Trustees are expected to attend the Board meetings and are permitted to attend via electronic means, if necessary.
 - c. The Board shall meet regularly and at least, once a month. Special meetings of the Board shall be held at the call of the Board President, or upon written request of three Trustees. Upon the call of a special meeting of the Board, the Clerk must provide written notice to all members of the Board.
 - d. The Board President or Vice President may: take items on the agenda out of order, combine two or more agenda items for consideration, remove an item from the agenda, or delay discussion related to an item on the agenda at any time.
 - e. Meetings shall be managed by the Board President including time and place of the meeting. In the absence of the President, the Vice-President

shall manage the meeting. If both the President and Vice President are absent, the Clerk shall manage the meeting. When all officers are absent, but a quorum is present, the members present shall choose one from the group to manage the meeting.

f. Voting

- i. No action of the Board is valid unless approved by a majority of the entire Board.
- ii. It is the duty of every member of the Board who has an opinion on an action item to vote.
- iii. A Trustee may not approve, disapprove, vote, abstain, or otherwise act upon a matter: (a) Regarding which the public officer or employee has accepted a gift or loan; (b) In which the public officer or employee has a significant pecuniary interest; (c) Which would reasonably be affected by the public officer's or employee's commitment in a private capacity to the interests of another person; or (d) Which would reasonably be related to the nature of any representation or counseling that the public officer or employee provided to a private person for compensation before another agency within the immediately preceding year, provided such representation or counseling is permitted by NRS 281A.410, without disclosing the information to the Chair and other Trustees at the meeting prior to any discussion of the item. After disclosure, the Trustee shall participate fully in the item.
- iv. A Trustee cannot be compelled to vote and must abstain from voting on an action item which the independence of judgment of a reasonable person in the Trustee's situation would be materially affected by: (a) The Trustee's acceptance of a gift or loan; (b) The Trustee's significant pecuniary interest; or (c) the Trustee's commitment in a private capacity to the interests of another person. If it is a Trustee's intention to abstain from voting on an item, such intention must be stated prior to any discussion on the item.

8. Regulation

- a. The Board hereby directs the Superintendent to adopt an Administrative Regulation to implement and maintain the purpose of this Board Policy. The Superintendent shall include in the Administrative Regulation the following provisions:

- i. Timelines for submission of agenda items by Offices and Departments;
- ii. Timelines for submission of support material by Offices and Departments, while providing the necessary flexibility to permit late support material; and
- iii. Minutes, availability for inspection, drafts, and approval.

LEGAL REQUIREMENTS AND ASSOCIATED DOCUMENTS

1. This Board Policy complies with Nevada Revised Statutes (NRS) and Nevada Administrative Code (NAC) to include:
 - a. Chapter 241, Local Administrative Organization, and specifically:
 - i. NRS 241.020, Meetings to be open and public; limitations on closure of meetings notice of meetings; copy of materials; exceptions;
 - ii. Nevada’s “Open Meeting Law Manual”;
 - b. Chapter 281A, Ethics in Government, and specifically:
 - i. NRS 281A.420, Requirements regarding disclosure of conflicts of interest and abstention from voting because of certain types of conflicts; effect of abstention on quorum and voting requirements; exceptions; and
 - c. Chapter 386, Local Administrative Organization, and specifically:
 - i. NRS 386.330, Meetings; Quorum.

REVISION HISTORY

Date	Revision	Modification
5/13/2014	1.0	Revised: Merged Board Policies 9015, 9016
10/25/2016	2.0	Revised: Align with Balanced Governance Principals, formerly Board Policy 9101
11/28/2017	3.0	Revised: Establish protocols for Trustee submission of supplementary information to agenda items

05/24/2022	4.0	Revised: Remove redundancies; clarify abstentions; and clarify agenda creation and modification.
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