



**Responsible Office:** Office of the Board of Trustees & 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 District’s business is officially transacted. The primary purpose of the Board meeting is to create policy and to give directives to the Superintendent, who is responsible for the execution of policy and for all administrative and operational details. This policy shall set the procedures related to meetings of the Board of Trustees, to include the preparation of meeting agendas, order of business, quorum, voting and minutes.

**POLICY**

1. Guiding Principles

- a. The Nevada State Legislature has declared that public bodies, such as the Board of Trustees, “exist to aid in the conduct of the people’s business” and “that their actions be taken openly and that their deliberations be conducted openly.”<sup>1</sup>
- b. Through regular meetings, the Board of Trustees:
  - i. Considers the interests of the District and provides direction and guidance to the Superintendent in the furtherance of those interests;
  - ii. 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.
- c. In conducting the meetings of the Board of Trustees, the District shall prepare and publish a meeting agenda, meeting materials, as applicable, and meeting minutes.

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<sup>1</sup> NRS 241.010

## 2. Guiding Practices

- a. Meetings of the Board of Trustees shall be planned and conducted in accordance with Nevada state law and, specifically, Chapter 241, Meetings of State and Local Agencies.
- b. Preparation of Agenda and Support Materials.
  - i. The Superintendent, in cooperation with the Board President and Vice-President, shall ensure the preparation and proper posting of an agenda for all meetings of the Board and provide support materials as required by Nevada state law.
  - ii. Members of the Board may provide supplemental information and/or documents for a specific item on the Board meeting agenda. To provide adequate time for review of the material, the supplemental material shall be provided as soon as possible at or before the meeting. Such materials shall be made part of the public record and be made available with the meeting packet. However, when requested by a member of the Board of Trustees, action on the item may be delayed until the next regularly scheduled meeting.
- c. Consent Agenda.
  - i. 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.
  - ii. 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.
- d. Formative Report Schedule.
  - i. 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.
  - ii. 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.

- e. Adding Agenda Items. Beyond the Formative Report schedule, the request for additional agenda items may be submitted to the Board office using the following requirements:
  - i. Inquiries and questions regarding policy and procedure shall first be pursued outside and in advance of the Board meeting prior to submission as an agenda item.
  - ii. Items must be requested to the Board President.
  - iii. Two Board members can bring an item to the Board President or chair(s) and the Superintendent or designee, and the item must be placed on a future Board agenda in a timely fashion.
  - iv. Item submission shall follow timelines as described below. Items not submitted by the deadline shall be referred to the next appropriate agenda that follows the timelines delineated below.
  - v. The public shall not be allowed to place items on the agenda, but public requests may be submitted to the Board or Superintendent, and at the Board's request, an item may be put on an agenda.
- f. Timeline for Adding Agenda Items. The agenda shall be sent to each Board member at least three (3) business days in advance of each Board meeting.
  - i. Deadline for receipt of related reference, presentation materials or reports is seven (7) business days prior to the meeting. If a holiday occurs during this period, the deadline may be adjusted.
- g. Any Board member or the Superintendent or his/her designee who wishes to delete an item from the agenda should request to do so during the approval of the agenda. If there is opposition to the request to delete an item, a separate motion shall be considered allowing the Board to deliberate.
- h. It requires two Board members to request a closed or executive session. If granted, these Board members shall, prior to the meeting, arrange for the item to be placed on the agenda and provide reference material and information where available.
- i. Prior to the posting dates of the agenda, a Board staff member shall review all items submitted by the Superintendent's office and Board office for the agenda. A draft of the agenda shall be prepared and submitted in a timely

manner to the Superintendent, Chief of Staff, Board President, and Board Vice President for review and recommendation on consent agenda and staff action items. All items placed on the agenda shall be referenced to a Board policy or, whenever appropriate, to the District Values, Mission, Vision, Strategic Goals, and Balanced Governance Model Standards unless the items appear on the consent portion of the agenda.

- i. Because the agenda is printed in advance, occasionally it will be necessary to prepare an addendum. Addendum usage, however, should be as minimal as possible. Addenda shall only be used when the item is operationally necessary, as mutually determined by the Board President and Superintendent. If time limitations preclude delivery, addenda with reference materials shall be distributed to Board members on the day of the meeting.

j. Meeting Conduct and Order of Business

- i. All Board meetings shall be scheduled, noticed and conducted in an orderly and business-like manner. The Board will function through regular meetings, work sessions, special meetings, and emergency meetings.
- ii. The Board shall meet regularly. Special meetings of the Board of Trustees shall be held at the call of the Board President, or upon written request of two (2) members of the Board of Trustees.
- iii. Upon the request of any Board member items on the agenda may be taken out of order; two or more agenda items may be combined for consideration; and an item may be removed from the agenda or discussion delayed relating to an item on the agenda at any time
- iv. Meetings shall be conducted by the Board President. In the absence of the President, the Vice-President shall conduct the meeting. If both the President and Vice President are absent, the Clerk shall conduct the meeting. When all officers are absent, but a quorum is present, the members present shall choose one from the group to conduct the meeting.

k. Voting

- i. No action of the Board is valid unless approved by a majority of the entire Board of seven (7) members.
- ii. It is the duty of every member of the Board who has an opinion on an action item to vote. However, a member cannot be compelled to

vote, and must abstain from voting on an action item in which the member has a direct personal or pecuniary interest not common to other members of the Board. (NRS 281A)

- iii. If it is a member's intention to abstain from voting on a particular item, such intention must be stated prior to any discussion on the item.
  - iv. Voting shall be by "yes," "no," or "abstain." A majority of the members of the Board of Trustees shall constitute a quorum for the transaction of business, and no action of the Board of Trustees shall be valid unless such action shall receive, at a regularly called meeting, the approval of a majority of all the members of the Board of Trustees.
  - v. If a Board member cannot be present at a meeting, a Board member may attend by means approved by the board, to include electronic communication. A Board member attending a meeting by other means approved by the Board shall have the same voting rights as other members present at the meeting. However, voting by absentee ballot shall not be allowed. (NRS 241)
- I. Board Minutes. Minutes are not considered public documents until approved by the Board of Trustees. Upon approval, minutes shall be made available for inspection.

## **DESIRED OUTCOMES**

1. Through this policy, protocols related to meetings of the Board of Trustees, to include the preparation of meeting agendas, order of business, quorum, voting and minutes, shall be established.

## **IMPLEMENTATION GUIDELINES & ASSOCIATED DOCUMENTS**

1. This policy reflects the goals of the District's Strategic Plan and complies/aligns with the governing documents of the District.
2. This 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
- c. Chapter 386, Local Administrative Organization, and specifically:
  - i. NRS 386.330, Meetings; Quorum

**REVIEW AND REPORTING**

- 1. This policy shall be reviewed annually and revised pursuant to changes to Nevada's Open Meeting Law.

**REVISION HISTORY**

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