

**BOARD OF TRUSTEES
CARSON CITY SCHOOL DISTRICT**

**BYLAWS No. 060
ARTICLE VI**

MEETINGS OF THE BOARD OF SCHOOL TRUSTEES

Section 1. Parliamentary Authority

Robert's Rules of Order, Newly Revised, shall serve as a guideline for the Board and its deliberations in all cases in which it is not inconsistent with statute, administrative code or these bylaws.

Section 2. Quorum

Four members present shall constitute a quorum.

Section 3. Presiding Officer

The President shall preside at all meetings of the Board. In the absence, disability or disqualification of the President, the Vice-President shall act instead; if neither is available, the Clerk shall preside.

Section 4. Regular Meeting

Regular meetings of the Board shall be public.

- a. It shall be the responsibility of the Superintendent, in consultation with the Board President, staff members and other groups or individuals directly concerned, to prepare an agenda of items of business to come before the Board at each regular meeting. A Board member who wishes to place an item on the agenda shall contact the Board President with the request. Any two Board members desiring to place an item on an agenda shall be entitled to do so. Any member requesting an item be placed on the agenda will be required to provide back-up materials for the agenda item at the time the request is made with any supplemental material being provided in time to be included in the Board packet, for distribution prior to the meeting. The proposed agenda will be posted in compliance with NRS 241.020.
- b. The agenda together with all reports as can be completed shall be provided *to* each Trustee at least three working days before the meeting.

BYLAW No. 060 - CONTINUED

- c. The order of business shall be as follows, unless altered by the presiding officer or a majority of those present and voting:

Call to Order

Flag Salute

Hearing of Public (Public Comment)

New Business

Consent Agenda

Approval of Vouchers

Approval of Minutes

Approval of Leave of Absence

Request permission for 16 year-old to withdraw to take High School Equivalency (HSE)

Request permission for student exemption of required vaccinations pursuant to NRS 392.437

Approval of Nevada Department of Taxation Quarterly Economic Survey

Approval of Offers of Employment of Certified Staff, Notice of Non-Hires and Notice of Terminations

Approval of Quarterly Class Size Reduction Reports

Other Items as Determined

Requests for Future Agenda Items

Hearing of Public (Public Comment)*

Adjournment

*The second period for Hearing of Public (Public Comment) is dispensed with because the public is given the opportunity to comment on any item identified as an item upon which action might be taken, before action is taken on such item.

Section 5. Special Meetings

Special meetings of the Board shall be public.

- a. Special meetings shall be called by the President whenever there is sufficient business to come before the Board or upon presentation to him/her of a petition requesting such special meeting and signed by at least three trustees.

BYLAW No. 060 – CONTINUED

- b. The Clerk shall notify each Trustee by mail or personal service in accordance with the law of time, place and purpose of such special meeting. If all members are present, lack of notice shall not invalidate the proceedings, except as otherwise provided by law.
- c. The order of business shall be as follows unless altered by the presiding officer or a majority of those present and voting:

Call to order

Hearing of Public

Transaction of business for which meeting was called
Hearing of Public (Public Comment)*

Adjournment

*The second period for Hearing of Public (Public Comment) is dispensed with because the public is given the opportunity to comment on any item identified as an item upon which action might be taken, before action is taken on such item.

Section 6. Hearing of Public

A member of the public present at a meeting of the Board may address the Board in accordance with Board policy.

Section 7. Voting

All motions shall require for adoption a majority vote of all members of the Board, except where a greater vote may be required by law or these bylaws.

- a. Action shall, unless otherwise ordered, be by voice vote, but on the request of any member, the Board shall be polled and the vote of each member shall be entered upon the record.
- b. Board members in attendance must vote on all issues. Voting shall be by “yes,” “no,” or “abstain.” Abstentions shall not be counted as votes, but shall be recorded and are deemed to acquiesce in the outcome of the vote.
- c. Proxy voting is prohibited.

BYLAW No. 060 – CONTINUED

Section 8. Adjournment

The Board may at any time recess or adjourn to an adjourned meeting at a specified date and place. The adjourned meeting shall take up its business at the point in the agenda where the motion to adjourn was acted upon.

Section 9. Executive Sessions

Subject to the limitations and requirements set forth in the Nevada Open Meeting Law, nothing contained herein shall prevent the Board from holding a closed meeting to consider the following matters:

- a. The character, alleged misconduct, professional competence, or physical or mental health of a person. (NRS 241.030 – 241.033)
- b. Any negotiations or informal discussion between the Board and an employee organization or employees as individuals, whether conducted by the Board or through a representative or representatives. (NRS 288.220(1))
- c. Any meeting of a mediator with the Board regarding negotiations. (NRS 288.220(2))
- d. Any meeting of the Board with its management representative or representatives. (NRS 288.220(4))
- e. Any other circumstance or matter permitted by law.

No action may be taken in a closed meeting.

Section 10. Minutes

The Clerk shall keep, or cause to be kept, complete records of the actions of the Board at all Board meetings. The minutes of the Board shall be kept in an official minutes book and shall be a complete record of such actions including resolutions and motions in full.

Reference: NRS 241.020, NRS 386.330, NRS 241.030, NRS 288.220

Adopted: August 29, 1979

Revised: November 12, 2002

October 25, 2011

June 28, 2016