

BOARD BYLAW

Placentia-Yorba Linda Unified School District

Bylaws of the Board

9325 - BB

MEETING CONDUCT

All business of the Board of Education of the Placentia-Yorba Linda Unified School District shall be conducted in compliance with all adopted board policies, the Education Code, the Government Code, and Title V of the California Administrative Code.

Meeting Procedures

Every effort shall be made by the Governing Board to begin all Board meetings on time. Board meetings shall be guided by an agenda prepared in accordance with Board bylaws and posted and distributed in accordance with the Ralph M. Brown Act (open meeting requirements) and other applicable laws.

The Board president shall conduct Board meetings in accordance with Bylaws and procedures that enable the Board to efficiently consider issues and carry out the will of the majority.

At all meetings, the presiding officer shall allow free and pertinent discussion and shall decide questions or rules of order, relying on accepted parliamentary procedures as defined in Robert's Rules of Order, Revised.

The business of the meeting will normally be considered in the order in which it appears on the agenda pursuant to Placentia-Yorba Linda Unified School District Board Bylaw 9323, Agenda/Meeting Materials, except that the presiding officer, with the consensus of the other Board members, may, as a matter of discretion, vary the order of procedure.

The Board desires to be aware of the problems, requests, complaints and suggestions of members of the community, but in order to accomplish its business the board cannot allow such requests to disrupt unnecessarily the normal course of meeting procedures.

The Board believes that late night meetings deter public participation, can affect the Board's decision-making ability, and can be a burden to staff. In an effort to terminate at a reasonable hour, the Board will work toward a 10:30 p.m. adjournment. At any time after 11:00 p.m., the Board shall honor the request of any two or more Board members to adjourn the meeting. Upon such a request, all discussion will cease, the meeting will be adjourned, and any remaining agenda items will be automatically deferred to a later time and place that shall be specified in the order of adjournment (cf., Board Bylaw 9321, *Meetings and Notices*).

Quorum and Abstentions

A majority of the number of filled positions on the Board of Education constitutes a quorum for the transaction of business.

Every official action of the Board requires a majority vote of all the membership.

The Board believes that when no conflict of interest requires abstention, its members have a duty to vote on issues before them. When a member abstains, his/her abstention shall not be counted for purposes of determining whether a majority of the membership of the Board has taken action.

Recording by the Public

The Superintendent or designee shall designate locations from which members of the public may broadcast, photograph, or tape record open meetings without causing a distraction.

If the Board finds that noise, illumination, or obstruction of view related to these activities would persistently disrupt the proceedings, these activities shall be discontinued or restricted as determined by the Board. (Government Code 54953.5, 54953.6)

LEGAL REFERENCE:

<u>Education Code</u>	Section 5095	Powers of remaining board members and new appointees
	Section 32210	Willful disturbance of public school or meeting a misdemeanor
	Section 35010	Prescription and enforcement of rules
	35145.5	Agenda; public participation; regulations
	35163	Official actions, minutes and journal
	35164	Vote requirements
	35165	Effect of vacancies upon majority and unanimous votes by seven member board
<u>Government Code</u>	Section 54953.5	Audio or video tape recording of proceedings
	Section 54953.6	Broadcasting of proceedings
	Section 54954.2	Agenda; posting; action on other matters

Bylaw adopted: 8/4/75
Bylaw revised: 2/25/80
Bylaw revised: 11/18/14

Effective November 18, 2014, the above Board Bylaw incorporated content from the following Board bylaws which were deleted on the same date:

- BB 9325.1, *Quorum*
- BB 9325.2, *Rules of Order*
- BB 9410, *Broadcasting and Taping of Board Meetings*