



**BOARD OF EDUCATION POLICY**

<b>BOARD MEETINGS AND PROCEDURES</b>	<b>BE</b>	<b>5/9/07</b>
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**A. AGENDA:**

A proposed agenda for the meetings of the Cobb County Board of Education (Board) will be prepared by the Superintendent with input and approval of the Board Chair and will be presented to the Board at least three days prior to its agenda work session. A final agenda shall be set by the Board at the conclusion of its agenda work session.

New items shall not be placed on the agenda following the conclusion of the agenda work session without the unanimous consent of the Board.

Approved: 6/25/92  
Revised: 05/23/96

**B. MEETINGS:**

The members of the Cobb County Board of Education Board), at their first meeting in January, shall set the time for their regular meetings for the following twelve months.

**1. Called Meetings:**

Called meetings of the Cobb County Board of Education (Board) for any purpose or purposes may be convened by the Chair of the Board or by Board members who constitute a majority of the total number of positions on the Board as specified by Georgia law (i.e., four of seven).

Notice of a called meeting shall be delivered to each (i.e., all seven) Board member at least twenty-four hours prior to the meeting. Notice to Board members of called meetings shall state clearly the place, date, hour and the purpose of such meeting. Notice shall be considered properly served if:

- a. Delivered in person by the Chair, Executive Secretary, or their designee;
- b. Contact is made with the members by phone at the direction of the Chair or Executive Secretary; or
- c. Written notice is mailed at least four days and not more than eight days prior to the meeting.

In the event of an emergency or when time is of an essence, a special meeting may be called by the Chair, and the members notified by telephone not less than four hours prior to such meeting. Any meeting of the Board where official action is taken or discussed shall be open to the public as prescribed by law.

Approved: 9/10/69  
Revised: 1/26/84; 8/8/84; 1/10/90; 6/25/92; 7/22/93; 10/13/93

**2. Executive Session:**

In accordance with State law, the Cobb County Board of Education shall conduct the following matters in Executive Session:

- a. Personnel;
- b. Land/Real Estate;
- c. Litigation;
- d. Student Discipline;
- e. Other matters allowed by law.

3. Any meeting of the Board where official action is taken or discussed shall be open to the public as prescribed by law.

Approved: 9/10/69

Revised: 1/26/84; 8/8/84; 6/25/92

#### **C. MINUTES OF MEETINGS:**

The Executive Secretary shall keep and maintain complete written records (minutes) of all meetings of the Cobb County Board of Education (Board). These minutes shall include:

1. A record of all actions taken by the Board, with the names of members casting affirmative and negative votes and abstentions recorded except in cases of unanimous votes;
2. Resolutions and motions in full involving the names of members making and seconding them; reports and documents relating to formal motion may be omitted if they are referred to and identified by title and date;
3. A record of the disposition of all matters on which the Board considered, but did not take action.

Copies of the minutes shall be made available to all Board members before the meeting at which the minutes are to be approved. The minutes shall become permanent records of the Board and shall be in the custody of the Executive Secretary.

Approved: 9/10/69

Revised: 1/26/84; 8/8/84; 6/25/92; 7/22/93

#### **D. RULES OF ORDER:**

##### **1. Parliamentary Procedure:**

All meetings of the Cobb County Board of Education (Board) shall be conducted according to parliamentary procedure as stated in Robert's Rules of Order Newly Revised, with the exceptions set forth in these policies. Robert's Rules of Order Newly Revised shall govern only matters pertaining to parliamentary procedure and any conflicts between Robert's Rules of Order Newly Revised and state law or these policies shall be resolved in favor of state law or these policies as the case may be.

##### **2. Proxies:**

There shall be no representation by proxy of any member of the Board at any meeting.

##### **3. Quorum:**

A majority of the total positions on the Board, as provided by Georgia law (i.e., four of seven), shall be considered a quorum for the transaction of business.

#### **E. VOTING:**

##### **1. Voting:**

Except as otherwise set forth in these policies, the affirmative vote of a majority of the total number of positions on the Board rather than a majority of the members of the Board present at a meeting, shall constitute the official action of the Board.

##### **2. Abstentions:**

For all purposes of these policies, a member of the Board who abstains from voting on a question before the Board shall be deemed to have voted in favor of the majority of the votes cast. Thus, if votes cast in the affirmative outnumber votes cast in the negative, an abstention will be deemed an affirmative vote. If votes cast in the negative outnumber votes cast in the affirmative, an abstention will be deemed a negative vote.

Approved: 9/10/69

Revised: 12/14/83; 1/26/84; 8/8/84; 6/25/92; 7/22/93

Confirmed: 5/9/07