

MARION SCHOOL DISTRICT 60-3	NEPN Code: BEDD
SCHOOL BOARD GOVERNANCE AND OPERATIONS	

SCHOOL BOARD MEETING – ORDER OF BUSINESS

For the general transaction of business, the standard parliamentary rules shall be observed; and, in case any disputed questions shall arise, Robert’s Rules of Order shall be taken as authority.

Order of Business

The meeting shall include, but is not limited to, the following:

- **Call to Order/Roll Call**
 The meeting shall be called to order and attendance of the School Board members shall be taken. If a quorum is not established, no business may be conducted.
- **Approval of Minutes**
 Action shall be taken to approve minutes of previous meeting(s) held. The board shall accept the previous month’s Cornbelt minutes during the approval of minutes. The un-approved minutes shall be furnished to the designated legal newspaper of the District for publication.
- **Consent Agenda**
 The Consent Agenda will include all regular monthly business, approval of payroll, approval of claims, bid awards, the finance report, a consolidated report of trust and agency accounts, and authorizations and ratifications. At the request of any School Board member, items contained within the Consent Agenda may be pulled from the Consent Agenda and discussed as a separate issue or may be deleted from the Consent Agenda or revised within the Consent Agenda.
- **Persons Wishing to Address the School Board**
 Persons wishing to address the Board on school-related items will submit their name, address, and topic of discussion to the business manager prior to the start of the meeting. The president of the Board will request that person stands before the School Board and state his/her name and address and limit discussion to five minutes. Refer to BEDH on how the public will address the School Board.
- **Board Remarks**
 Board members may comment on local, state or national items of educational or community interests.

- **Approval of the Agenda**

During this portion of the agenda, School Board members may amend the agenda if desired and supported by a majority vote of the School Board. The revised agenda including any modifications is approved and guides the remainder of the meeting. Items for either discussion or board action are entertained by the board at this time. The board may approve, add or delete items on the agenda presented by the Superintendent.

- **Reports of the Superintendent**

Included in this portion of the agenda are topics for discussion which may be either new or unfinished business. The Board will consider written reports and/or hear testimony on subject brought before the Board by the public, the administration, or Board members. The Board may acknowledge the discussion or act upon a motion in each case.

- **Policy Proposals**

Policy proposals and suggested revisions of existing policies shall be submitted to the School Board as needed. Proposed policies will go through a two (2) reading process. The first meeting the policy will be read to the board and shall be discussed. The next regularly scheduled board meeting after the first reading is where a second reading and a vote for adoption or approval of amendments shall take place. Policy amendments will be brought before the board and changed after the first reading.

Legal Reference: SDCL – 13-8-35 – Publication of Minutes of Board
SDCL – 13-8-34 – Approval and signing of Minutes of School Board
SDCL – 06-1-10 – Publication of Payroll Information

REVISED: February 15, 2011