



Board of Education Handbook

Excellence and Equity:
every student, every classroom, every
day

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SALT LAKE CITY
SCHOOL DISTRICT



Board of Education

Handbook

SALT LAKE CITY SCHOOL DISTRICT

No district employee or student shall be subjected to discrimination in employment or any district program or activity on the basis of age, color, disability, gender, gender identity, genetic information, national origin, pregnancy, race, religion, sex, sexual orientation, or veteran status. The district is committed to providing equal access and equal opportunity in its programs, services and employment including its policies, complaint processes, program accessibility, district facility use, accommodations and other Equal Employment Opportunity matters. The district also provides equal access to district facilities for all youth groups listed in Title 36 of the United States Code, including scouting groups. The following person has been designated to handle inquiries and complaints regarding unlawful discrimination, harassment, and retaliation: Tina Hatch, Compliance and Investigations/Title IX Coordinator, 440 East 100 South, Salt Lake City, Utah 84111, (801) 578-8388. You may also contact the Office for Civil Rights, Denver, CO, (303) 844-5695.

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BOARD OF EDUCATION HANDBOOK

INTRODUCTION

This Board of Education Handbook has been developed to capture, in one place and in plain language, the operating procedures and governing principles of the Salt Lake City School District Board of Education (“Board”).

This handbook serves as a resource for Board members as they assume their office and carry out their responsibilities. It will be posted on the Salt Lake City School District’s website and updated periodically, as appropriate, with limited print copies available for distribution.

The Board has one goal and one purpose: To provide every student with equitable access to high quality and culturally relevant instruction, curriculum, support and other educational resources to insure college and career readiness for all students. Please refer to the 2016-2021 Student Achievement Plan for specific goals and outcomes.

COMPOSITION OF THE BOARD

The Board is composed of seven elected Board members. One member of the Board shall be elected from each of the seven voting districts that comprise the Salt Lake City School District (“District”).

A student is also appointed to serve as a non-voting member of the Board. The student shall serve for one year, and shall be a tenth, eleventh, or twelfth grader who advises the Board on the thoughts and feelings of students. The student Board member appointment process is outlined in Student Board Member Guidelines and Application accompanying Board Policy B-1.

The Board appoints the Superintendent of Schools (“Superintendent”) and the Business Administrator to serve as non-voting executive officers of the Board.

AUTHORITY AND RESPONSIBILITIES OF THE BOARD

The powers and mandatory duties of the Board are outlined in Utah law and State Board of Education rules.

The Board’s primary responsibilities include:

1. Hiring and evaluating the Superintendent.
2. Hiring and evaluating the Business Administrator.
3. Developing, with input from stakeholders, and adopting a comprehensive long-range plan for student achievement.
4. Adopting policies for the governance and management of the District, and reviewing those policies on a regular basis.
5. Approving priorities for the fiscal management of the District.
6. Approving, adopting, and monitoring operating and capital budgets.
7. Establishing curriculum guides and courses of study.
8. Approving collective bargaining agreements.

9. Establishing school boundaries.
10. Making decisions on educational, facility, and financial matters as necessary.
11. Advancing a legislative agenda.

EIGHT CHARACTERISTICS OF EFFECTIVE SCHOOL BOARDS

The Board understands that an effective school board can positively impact student achievement, and thereby strives to consistently exhibit the eight characteristics of effective school boards as outlined by the Center for Public Education. The Board will:

1. Commit to a vision of high expectations for student achievement and quality instruction and define clear goals toward that vision.
2. Possess strong shared beliefs and values about what is possible for students and their ability to learn, and of the system and its ability to teach all children at high levels.
3. Be accountability driven, and spend less time on operational issues and more time focused on policies to improve student achievement.
4. Build a collaborative relationship with staff and the community, and establish a strong communication structure to inform and engage both internal and external stakeholders in setting and achieving district goals.
5. Be data savvy, and embrace and monitor data, even when the information is negative, and use it to drive continuous improvement.
6. Align and sustain resources, such as professional development, to meet district goals.
7. Lead as a united team with the Superintendent and Business Administrator, each from their respective roles, with strong collaboration and mutual trust.
8. Participate in team development and training, sometimes with their Superintendent and their Business Administrator, to build shared knowledge, values and commitments for their improvement efforts.

PRINCIPLES OF BOARD GOVERNANCE

Remembering three important principles of board governance will help keep the Board focused on its most important responsibilities:

The Board delegates authority.

The Board must differentiate between governance and management, and therefore, delegates authority to the Superintendent to manage the District and provide leadership for District staff.

The Board evaluates continuously.

The Board utilizes appropriate data to make informed decisions, assesses student growth and achievement, and reviews the effectiveness of the Student Achievement Plan.

The Board takes responsibility for itself.

The Board, collectively and individually, takes full responsibility for Board activity and behavior. Board deliberations and actions are limited to Board work, not staff work.

RELATIONSHIP OF THE BOARD WITH THE SUPERINTENDENT

The Board and the Superintendent value a harmonious and positive relationship built upon excellent communication, mutual respect, personal ethics, and professional integrity and guidance.

To ensure that the relationship between the Board and the Superintendent is one that fosters trust, the Superintendent commits to the following:

1. Keeping the Board informed of any issues in a timely manner, which may include:
 - a. Communicating with the Board, as appropriate, when an important issue arises.
 - b. Using a weekly update to provide the Board with relevant information.
 - c. Keeping the Board apprised of any emergent issue that may occur or any anticipated media coverage as soon as it is known.
2. Ensuring that all staff members respond to Board inquiries using proper channels of communication and established processes.
3. Ensuring that staff follow Board policies.

To assure a positive working relationship with the Superintendent, the Board commits to:

1. Focus on strategic governance and not management of the daily operations of the District.
2. Recognize the authority of the Superintendent as the District's chief executive officer, including the Superintendent's authority to make personnel decisions in accordance with state law and any applicable negotiated agreement.
3. Represent the position of the entire Board, not individual opinions.
4. Evaluate the Superintendent annually, and providing honest feedback.
5. Review the Superintendent's contract every two years.
6. Attend meetings with the Superintendent to keep informed and updated on district programs and activities.
7. Encourage staff and community members to follow established chain of command when issues arise.

RESPONSIBILITIES OF THE BUSINESS ADMINISTRATOR

The Business Administrator is responsible for helping the Board and District achieve their goals by providing leadership and supervision in the program of fiscal management.

Subject to the direction of the Superintendent, the Business Administrator shall be directly responsible to the Board for the performance of the following duties and responsibilities:

1. Attend all Board meetings, keep an accurate record of the proceedings, and have custody of the seal and records.
2. Be custodian of all district funds.
3. Be responsible and accountable for all money received and disbursed.
4. Keep accurate records of all revenues received and their sources.
5. Direct and assign employees who are directly engaged in the day-to-day fiscal operations of the District.
6. Countersign with the president of the Board all warrants and claims against the District as well as other legal documents approved by the Board.

7. Prepare and submit to the Board each month a written report of the District's receipts and expenditures.
8. Use uniform budgeting, accounting, and auditing procedures and forms approved by the State Board of Education, which shall be in accordance with generally accepted accounting principles or auditing standards, and the Utah Budgetary Procedures Act.
9. Prepare and submit to the Board a detailed annual statement for the period ending June 30, of the revenue and expenditures, including beginning and ending fund balances.
10. Assist the Superintendent in the preparation and submission of budget documents and statistical and fiscal reports required by law or the State Board of Education.
11. Insure that adequate internal controls are in place to safeguard the District's funds.
12. Perform other duties as the Superintendent may require.

Utah Code Ann. §53A-3-303

COLLABORATIVE RELATIONSHIPS: SHARED GOVERNANCE

The Board has the exclusive right and responsibility to determine the goals and direction of the schools and use all its resources to achieve such goals, in accordance with state and federal law, and Utah State Board of Education rules.

Our District is a complex organization, which can succeed only if we enlist the energy, creativity, and effort of many people. The Board believes that ideal conditions for student learning can be realized when shared governance is thoughtfully used to support student achievement.

The Board delegates to school sites and departments the right to make some decisions using the shared governance process. Site-based decisions must conform to state and federal laws and rules, the district's Student Achievement Plan, Board policies, district administrative procedures, budgetary constraints, and contractual obligations, including negotiated employee agreements.

The Board president, Salt Lake Education Association (SLEA) president, and Superintendent have pledged to support "the work of teachers, leaders, and administrators in advancing student achievement." Using shared governance principles, with good faith collaborative effort, will enable stakeholders to better meet the needs of students and realize the ultimate goal of improving student achievement.

More information about how shared governance works can be found in the "Shared Governance Guide" on the District's website.

THE STUDENT ACHIEVEMENT PLAN

The Salt Lake City School District's multi-year strategic plan, now called the Student Achievement Plan ("SAP"), was developed through a broad-based community-outreach process in 2004. That process originally identified "Eight Essentials of a Learning Community," which have continued to evolve and guide the work of the Board and District employees. The current version of this plan, including a description of the goals, objectives, and action steps for each of the now seven essentials, is available on the District's website at <http://www.slcschools.org/board-of-education/student-achievement-plan/documents/SAP%202016-2017.pdf>. Board members should be familiar with the SAP, and ensure that it is guiding the work of the Board and the District.

POWER OF BOARD AND OF INDIVIDUAL BOARD MEMBERS

Power belongs not to individual Board members but to the Board of Education itself, acting as a corporate body through collective action. Board members have authority only when acting as a Board in a legally constituted session, with a quorum present. The statement or action of an individual member or group of members of the Board does not bind the Board itself, except when that statement or action is specifically authorized by an official act of the Board. This does not preclude individual Board members from representing the Board at meetings and ceremonial events or speaking to constituent groups in their capacity as Board members.

BOARD LEADERSHIP ELECTION AND RESPONSIBILITIES

Pursuant to Utah law, the Board shall elect a president and vice president by means of a recorded vote. This election occurs in January every other year, and coincides with the regular school board election. The president and vice president each serve a term of two years. Any vacancy in the presidency or vice presidency must be filled in accordance with state law.

The Board president will:

- Conduct meetings of the Board in accordance with law and policy.
- Execute documents on behalf of the Board of Education.
- Assign representatives to all committees on which the Board is represented.
- Work with the Superintendent to develop agendas for all Board meetings.
- Perform other duties as may be requested by the other members of the Board when authorized by an official act of the Board.

The Board vice president will:

- Advise and assist the president as needed.
- Substitute for the president as required.
- Work with the president and Superintendent to develop agendas for all Board meetings.
- Perform other duties as may be requested by the other members of the Board when authorized by an official act of the Board.

See, Utah Code Ann. §53A-3-204.

The role of Board leadership is one of facilitating the Board's work, not directing it. The Board President and Vice-President provide leadership and are integral to building the skills and the relationships among Board members. Board leadership may speak for the Board, or designate others to speak for the Board, when requested to do so by vote or consensus of the Board.

BOARD TRAINING, PLANNING, AND EVALUATION

NEW BOARD MEMBER ORIENTATION

Following the election or appointment of new members, the Superintendent and Board leadership will schedule an orientation session to acquaint new Board members with the Board's operation and processes; the working relationships with the Superintendent, Business Administrator, and District staff; and substantive background information pertaining to school system issues and procedures. A copy of this handbook will also

be provided to new Board members. New Board members are strongly encouraged to attend the orientation session organized by the Utah School Boards Association (“USBA”).

BOARD PLANNING SESSION

Each summer, the Board conducts a 1-2 day planning session that is a combination of Open and Closed meetings, depending on the subject matter. An agenda is prepared in advance, and staff and consultants participate in the sessions as appropriate. At this planning session, the Board determines topics and reports that it would like on Board agendas during the upcoming year.

SELF-EVALUATION

The Board may annually hold a special meeting for the purpose of self-evaluation of the previous year.

BOARD COMMUNICATIONS

GENERAL

Board written communications are subject to the Government Records Access and Management Act (“GRAMA”). GRAMA is a Utah law, which permits persons to review and obtain copies of documents which are in the custody and control of the Board and the District, subject to a number of exceptions. Board members should, however, consider all communications they write to potentially be subject to review under GRAMA.

INTRA-BOARD COMMUNICATION

Board members may communicate between and among themselves regarding administrative or ministerial matters, such as attendance at a meeting, or location of a meeting. In order to comply with Utah’s Open and Public Meetings Act, all communications regarding a matter which concerns the public’s business, such as adoption of a policy or budget, should take place in an authorized open Board meeting. Such communications are strictly prohibited **if** the communication takes place outside of an authorized board meeting and the communication involves a quorum (or more) of Board members.

BOARD/SUPERINTENDENT COMMUNICATION

All written communications between Board members and the Superintendent should be copied to all other Board members. Verbal communications may occur between individual Board members and the Superintendent. However, no such communication should have the purpose of excluding any other Board member from having knowledge about the communication in question. Specific regular communications are issued by the Superintendent for the purpose of keeping the Board informed regarding district events and business. When Board members receive information that raises questions or concerns about the district, they should communicate that information to the Superintendent.

BOARD/STAFF COMMUNICATION

When communicating in his/her role as a Board member with District staff, the Board member should ensure that the Superintendent has knowledge of all such communications. All written communication between Board members and staff should be copied to the Superintendent. If a Board member makes an inquiry to a staff member that is not a matter of public record, the staff member should discuss the matter with his/her supervisor or the Superintendent and await direction on providing an appropriate response.

BOARD/PUBLIC COMMUNICATION

Board members' communication to the public is of critical importance. Board members should, when writing, speaking, or meeting with community members on educational matters, make it clear that their views do not necessarily reflect the views of the Board or of their colleagues on the Board.

Board members may be approached individually by citizens who wish to discuss, whether in writing or orally, general Board business such as the budget, a policy, or curriculum. When a Board member speaks about general Board matters that have been discussed and acted upon publicly, the Board member may discuss those aspects of the matter that are public record and the Board's position regarding the matter. While a Board member may express his or her own vote on the matter, Board members should take care to not undermine Board decisions.

If a person makes an inquiry to a Board member about a matter which is specific in nature and is not a matter of public record such as the suspension of his/her child from school, an employee's performance, or a personnel matter, the Board member should not comment on the matter other than to direct them to the appropriate staff member and/or help them understand the appropriate process. There are two basic reasons for this rule. First, complaints regarding specific issues must first be addressed by the Superintendent and his/her staff. Second, there may be instances in which the Board will hear an appeal of the matter, and any Board member who has already discussed the specifics of such matter with the complaining person may have to recuse themselves from the appeal process because of such prior knowledge or involvement.

BOARD COMMITTEES

STANDING BOARD COMMITTEES

The following two standing Board committees, made up of three Board members and appropriate District staff, currently authorized by the Board are:

Policy Committee: This committee meets five times per year to draft, update and edit Board policies, and to update the Board Handbook when necessary. Three Board members are assigned to this committee, and the Superintendent and executive director of policy and legal services are the District liaisons.

Finance Committee: This committee meets five times per year to review the annual audit and the Comprehensive Annual Financial Report ("CAFR"). The committee will provide recommendations to the Board about the form and content of financial information. This committee also serves as the legal services/financial services advisory committee on an as needed basis in order to select and evaluate legal and financial advisors to the Board. Three Board members are assigned to this committee, and the Superintendent and Business Administrator are the District liaisons.

ADDITIONAL COMMITTEES WORKS

From time to time, temporary or ad hoc committees may be established by the Board. Board members may also be asked to serve on various external committees or boards that align with their individual interests and support the work of the District.

BOARD MEMBER GENERAL INFORMATION

ELECTRONIC DEVICES

Each Board member is issued a password protected electronic device to use for Board business, and is required to sign a document acknowledging receipt of the device. Members may take their issued devices home. These electronic devices are owned by the District and must be returned at the end of the Board member's term unless the member chooses to purchase the device for a depreciated cost.

BOARD MEETING PACKET

The upcoming meeting agenda and documents for Board meetings are available to review the Friday before each meeting. The District staff strive to provide the packet via email to all Board members by the Thursday before each meeting. Upon request, Board packets will be delivered to individual Board member's homes. With the exception of documents reviewed during Closed Executive Session, such as documents pertaining to personnel and legal matters, Board meeting materials are also available to the public on the District's website. In accordance with state law, Board meeting materials will be retained permanently, but may be archived at the Utah State Archives.

EMAIL

Board members are assigned individual District email addresses. Board members are strongly encouraged to use their school system email rather than a personal email address when communicating as a Board member. Board members are also strongly encouraged to check their District email daily. Board member emails related to the school system and all Board business are subject to disclosure under GRAMA, regardless of what email account is used.

IDENTIFICATION BADGES

As a part of District security, the Human Resource Services department issues a picture identification badge to all Board members and District employees. The expectation is that Board members will wear their badges when visiting schools during the school day. In addition, Board members and all other visitors are expected to sign in when entering a school.

SCHOOL VISITS

Board members are encouraged to visit schools in their official capacity. If a Board member is visiting a school, the Board member, as a courtesy, should notify the Superintendent prior to visiting the school. When visiting a school, Board members are required to wear their District identification badge. If the Board member is not attending a scheduled meeting, he or she should sign in at the school's main office. Usually, a Board member should be accompanied by a school administrator during his/her school visit. Board members should refrain from visiting schools during periods of testing. While this is a welcome practice, Board members are cautioned that staff and student schedules may not accommodate unexpected visits, and that the normal business of the school day takes priority. In accordance with the communication guidelines in this handbook, Board members should communicate with the Superintendent any concerns they may hear while visiting a school.

COMPENSATION

Board members are entitled to be compensated in the amount of \$3,000 per year for carrying out their duties as Board members. Board compensation is determined in accordance with state law, and any amendment to the Board's compensation schedule must first be discussed at a public hearing, and subsequently approved by

the Board. Utah Code Ann. §53A-3-202. Board members are also eligible to participate in the District's health, dental, accident and life insurance plans.

CONFERENCES AND CONVENTIONS

Board members may elect to attend state and/or national conventions. Participation at such conventions shall involve prior advisement and be within budget authorization. Board travel requests shall be discussed and approved at a Board meeting prior to the conference and/or convention.

Expenses for such activity shall include travel, registration, food, and lodging. Travel arrangements shall be coordinated through the business office. Typically, Board members will be provided with the appropriate per diem in advance of travel in order to cover costs of meals and incidentals.

LEGAL LIABILITY AND THE BOARD

As a general rule, Board members enjoy immunity for actions taken in the normal course and exercise of their duties of office, e.g., formal activities such as voting, discussions, and expressions during a regularly scheduled Board meeting. Board members who act on specific direction/authorization from the Board can also expect coverage for their actions. Board members must be aware, however, that their immunity is not without exception. For example, Board members can be sued individually (and should not expect Risk Management coverage) for acts that are beyond the course and scope of their duties, acts that violate civil liberties, and criminal acts and other statutory exclusions, e.g., fraud, willful misconduct, false testimony. Board members should use care in the exercise of their duties and seek legal guidance if they have questions.

CONFLICT OF INTEREST/FINANCIAL DISCLOSURE

Board members must meet the requirements outlined in Board Policy P-1: Ethical Standards, and comply with the Utah Public Officers' and Employees' Ethics Act, Utah Code Ann. §67-16-1 et seq. In addition, Board members are required to annually disclose any direct or indirect pecuniary interest that they have in any corporation or business that furnishes goods or services to the District. These requirements are designed: to prevent a Board member from being placed in a position where his/her interest in public schools and his/her pecuniary interests might conflict; and to avoid appearances of a conflict of interest even though such conflict may not exist.

BOARD MEMBER CODE OF CONDUCT

Board members agree to abide by the following norms of behavior, both as they govern the conduct of Board meetings and as they govern the actions of individual Board members. These norms will provide an orderly way to conduct public business, promote an atmosphere of mutual respect, and improve public education.

Board members will:

1. Endeavor to be on time so as to participate fully in all closed and open sessions of the Board.
2. Notify the Board president and Superintendent, as much in advance as possible, when they cannot attend a meeting for professional or personal reasons.
3. Make requests for information or to add topics to the agenda through the Board president or vice president and in accordance with Board Policy B-2.
4. Read the materials provided in advance of the meeting in order to be fully prepared to take action on agenda items.

5. Remember to act in accordance with the ethical assurances outlined in Board Policy B-1.
6. Approach each issue with an open mind and evident respect for diverse opinions.
7. Avoid using the open session to raise new issues with colleagues when common courtesy would have suggested appropriate advance notice.
8. Refrain from repetitive discussion on an agenda item so as to needlessly lengthen a meeting.
9. Avoid dominating debate, thereby denying colleagues an equal opportunity to discuss the matters at hand.
10. Participate in continuing education activities and, after attending a conference, workshop, or convention paid for by the District, provide a written or oral report at the request of the Board president.
11. Respect the ultimate decisions and votes taken by the Board, regardless of each individual's own vote.
12. Respect the role and decision-making authority of the Superintendent in all communications with constituents and colleagues, both public and private.
13. Attend school or District PTA, SCC, and committee meetings according to your assignments, ability, and interest. Listen and respond, as appropriate, but avoid dominating the discussion or advancing personal agendas.
14. Support the role of the Superintendent at Board meetings by looking to the Superintendent at the Board table for appropriate responses on agenda items, deferring to the Superintendent for any appropriate follow-up, and requesting permission of the Board president before asking questions of anyone in the audience.
15. Refrain from any conduct which would violate the Board's policies regarding discrimination, harassment, retaliation, bullying, cyber-bullying, and/or abusive conduct.

DISCIPLINING BOARD MEMBERS

If a Board member violates the Code of Conduct or the ethical assurances outlined in Board Policy B-1: Board of Education Legal Status, Responsibilities, and Ethics, the Board president and vice president will speak to that member about his or her responsibilities. If disruptive or destructive behavior occurs, the Board may issue a formal reprimand by a vote of five members.

POLICIES GOVERNING THE BOARD

Detailed information about the Board's process of conducting meetings and other guidance around the Board's operation can be found in Board policies and administrative procedures. See, Board Policy B-1: Board of Education Legal Status, Responsibilities, and Ethics, and Board Policy B-2: School Board Meetings. These policies may be found on pages 12–18 of this manual and on the District's website, along with their associated administrative procedures.

PROCEDURES FOR CONDUCTING BOARD MEETINGS

The Board observes a simplified version of *Robert's Rules of Order* for its parliamentary procedures, and the Superintendent will appoint an individual to serve as the parliamentarian. The Board will adhere to the following procedures during Board meetings:

1. A board should agree on and adopt an agenda format that it will follow at regular meetings.
2. Action items on the agenda require:
 - a motion by a board member,

- a second to the motion (required by most boards but not all),
 - a discussion of the motion by board members, and
 - a vote by board members.
3. Other than the consent agenda, each motion should be limited to one idea or issue.
 4. No new motion may be made while another is being discussed.
 5. A motion may be amended and votes on the amendments must be taken before acting on the original motion.
 6. Before a vote on a main motion is taken, business can be interrupted by a motion:
 - to table the main motion,
 - to postpone action,
 - to refer the motion to a committee,
 - to withdraw it from consideration, or
 - to adjourn the meeting.

The subsidiary motions must be disposed of prior to action on the main motion.

7. Debate can be closed formally with a motion to move the question and a two-thirds affirmative vote.
8. When the president senses the discussion has ended, a vote may be taken without a formal motion to close debate unless a member objects.
9. Some motions, such as a motion to adjourn, are not debatable. See the Motions Chart provided by Jurassic Parliament on page 19 (used with permission of Ann MacFarlane, Jurassic Parliament, as is the Cheat Sheet on page 20).
10. Before a motion is voted upon, it should be repeated aloud.
11. The president, by virtue of membership on the board, is expected to vote on each issue before the board.
12. If a special majority is required to pass a particular motion, the president should inform the members of that requirement prior to the vote being taken.
13. The president should keep readily at hand a reference guide, such as the chart of parliamentary motions.

Board Policy B-1: Board of Education Legal Status, Responsibilities, and Ethics



REFERENCES

[B-1: Student Board Member Application Guidelines](#)
[B-1: Student Board Member Application](#)
[Board of Education Handbook](#)
[Utah Code Ann. §520A-1-201 - 201.5, Elections: General and Special](#)
[Utah Code Ann. §20A-1-511, Midterm Vacancies on Local School Boards](#)
[Utah Code Ann. §20A-14-201 et seq., Election of Members of Local Boards of Education](#)
[Utah Code Ann. §53G-4-101 et seq., School Districts](#)
[Utah Code Ann. §§53F-2-7 et seq., Public Education System -- Funding](#)
[Utah Code Ann. §67-16-1 et seq., Utah Public Officers' and Employees' Ethics Act](#)

THE POLICY

The Salt Lake City School District Board of Education establishes, protects, and promotes student learning and school success; exercises all its statutory powers; obeys all applicable laws and regulations; and conforms to the highest ethical standards.

The purpose of this policy is to guide the board in fulfilling its core responsibilities, and to inform the public of the board's intentions and procedures.

Legal Status: The Utah State Legislature assigns to each locally elected board of education control of the public schools within its district. The board is a public corporation and legal subdivision of the state, derives its powers from the state constitution and governing statutes, and may sue and be sued in the name of the district.

Responsibilities: The board has all of the powers assigned to it by law to meet its statutory responsibilities. In accordance with state law, the board shall perform the duties necessary for the success of district students, maintenance of schools, and promotion of education. See, Utah Code Ann. §53G-4-202, [Local School Board] Powers and Duties Generally.

Election of Members: A qualified individual may become a candidate for the board by filing a statement of candidacy with the Salt Lake County Clerk. All elections must be held in accordance with general election code.

Appointment of Members: The board may fill midterm vacancies in its membership by appointment as outlined in the general election code.

Student Board Member: Each year, the board may appoint a non-voting student board member to represent the views of students in board discussions. Nominations must be made in accordance with the Student Board Member Application Guidelines accompanying this policy. If for any reason the student board member is no longer able to fulfill the responsibilities of this position, the board may appoint a replacement.

Compensation of Members: The district must provide board members compensation and expenses in accordance with Utah law. Board members do not meet the eligibility requirements for participation in the Utah Retirement Systems.

Election of Officers: The board must elect a president and a vice president whose terms of office are two years, and until successors are elected.

Responsibilities and Authority of the President and Vice President: Elected board officers set meeting agendas, conduct board meetings as described in Board Policy B-2: School Board Meetings, and perform other duties as outlined in the Board of Education Handbook.

Appointment of the Superintendent and Business Administrator: The board must appoint and set the salaries for the district superintendent and business administrator in accordance with state law.

The board expects the superintendent and business administrator to work together, with district employees and board members, to promote student learning. The board further expects that the superintendent and business administrator will exemplify the highest standards of professional competence and ethical conduct. The board will evaluate the performance of

the superintendent and business administrator in accordance with the review schedules outlined in their employment contracts.

Board's Relationship with the Superintendent: The board expects the superintendent to discharge all of the superintendent's statutory duties. The superintendent will consult with and inform the board about school operations and problems in a timely, accurate, and appropriate manner.

The board delegates executive powers to the superintendent and relies on the superintendent's expertise in matters of district administration and educational best practice. The board holds the superintendent responsible for administering its policies, executing board decisions, operating central office support for school programs, and implementing the Student Achievement Plan. The board is responsible for evaluating the superintendent's performance and shall hold the superintendent accountable for such performance.

The superintendent has full authority to establish any committees, councils, or task forces needed to provide for the efficient conduct of district business or to address a specific subject or issue. The membership, composition, and responsibilities of such committees, councils, or task forces will be defined by the superintendent and may be changed at the superintendent's discretion. The superintendent will be responsible for submitting to the board any district committees whose creation or membership is required by law to be approved by the board.

Board's Relationship with the Business Administrator: The board expects the business administrator to discharge his or her statutory duties. The business administrator will keep accurate records of all district revenues and expenditures, all meetings of the board, and all legal and fiscal obligations of the board.

The board relies on the business administrator for advice and expertise on financial matters affecting the operation of the schools. The board holds the business administrator responsible for ensuring the accuracy, integrity, and timely communication of such information to the board and superintendent. The board and superintendent are responsible for evaluating the business administrator's performance and shall hold the business administrator accountable for such performance.

Policy Development: The board accepts sole responsibility for preparing and adopting new policies and revising existing policies. Without diluting its authority to determine policies for the district, the board may seek the counsel of citizens, students, and staff members in policy development.

The formal adoption of policies must be recorded in the minutes of a board business meeting. Only those written statements so adopted and so recorded may be regarded as official board policy. The board must maintain a set of written policies for the operation of district as well as provide online access to those policies on the district's website. Exceptions to a policy may be made by a majority vote of board members in a duly authorized meeting. Each policy remains in force until altered or superseded by subsequent board action.

If the board or a board member has concerns that a particular administrative procedure does not appropriately implement a board policy, those concerns shall be addressed to the superintendent. The superintendent will then discuss those concerns with the district staff responsible for implementing that administrative procedure, and a report shall be given to the board policy subcommittee on the district's response and any suggested revisions. After discussing the specific concerns, the subcommittee will determine what, if any, revisions should be made to the administrative procedure. A member of the board policy subcommittee will then communicate with either the entire board or the concerned board member regarding the subcommittee's decision.

Financial Audit Request: If a board member would like an audit of a specific program or area, the board member must submit a written request to the superintendent and business administrator. Initially, the request will be reviewed by the superintendent and business administrator, and an estimate of the time and resources required to complete the audit will be created (an "Audit Plan"). If the requested audit will require minimal time and resources, the business administrator and superintendent will direct the appropriate individuals to perform the audit. Unless exigent circumstances exist, the audit will be completed within one month and a final report will be sent to the entire board. If the time and resources required to fulfill the request will be substantial, the request will be discussed at an upcoming board meeting. If the board approves the request, the audit will be completed in accordance with the Audit Plan, and a final report will be sent to the entire board upon completion.

No district employee or student shall be subjected to discrimination in employment or any district program or activity on the basis of age, color, disability, gender, gender identity, genetic information, national origin, pregnancy, race, religion, sex, sexual orientation, or veteran status. The district is committed to providing equal access and equal opportunity in its programs, services and employment including its policies, complaint processes, program accessibility, district facility use, accommodations and other Equal Employment Opportunity matters. The district also provides equal access to district facilities for all youth groups listed in Title 36 of the United States Code, including scouting groups. The following person has been designated to handle inquiries and complaints regarding unlawful discrimination, harassment, and retaliation: Tina Hatch, Compliance and Investigations/Title IX Coordinator, 440 East 100 South, Salt Lake City, Utah 84111, (801) 578-8388. You may also contact the Office for Civil Rights, Denver, CO, (303) 844-5695.

Questions and Information Requests from Board Members: Because the superintendent of schools is the board's chief executive officer, individual members of the board should direct substantive inquiries and requests for information to the superintendent. The board president should be copied on any important correspondence so that the board president can keep all members of the board appropriately informed. Individual board members must be judicious in asking staff to meet with them at length, create new documents, or perform new analyses—all of which may divert them from their priorities and assigned duties.

Statement of Ethics for the Salt Lake City School District Board of Education: Board members are elected officials obliged to monitor, evaluate, and work to improve educational opportunities for children and families in the district. These responsibilities require that board members adhere to the highest standards of ethical conduct. Key standards are found in the Utah Public Officers and Employees Ethics Act and common-law principles defining ethical duties. To this end, board members subscribe to the following statements and assurances, which will be reviewed and agreed to annually in a public meeting.

- I will represent the board with dignity and integrity.
- I will treat fellow board members, district staff, and members of the public with respect and consideration, through civil discourse, exhibiting both honesty and decorum whether we agree or disagree on issues.
- I will keep confidential all issues discussed in executive sessions, including legal action, negotiations, personnel, and property.
- I will avoid conflicts of interest or the seeking of inappropriate personal advantage as a result of serving on the board.
- I will represent the needs of all students in the district while balancing the concerns of individual precincts and constituents.
- I will endeavor to attend all board meetings, be prepared, and listen to others' opinions.
- I will guard the public trust by spending school funds to benefit all children.
- I will function as part of a policymaking body, recognizing that authority rests with the board in open session, not with individual members of the board.

Complaints against Board Members of the Salt Lake City School District Board of Education: The board has passed various board policies that protect district employees from different types of unlawful behavior (collectively referred to as "Unlawful Behavior"). See, board policies G-19 and G-20, and their accompanying administrative procedures. In an effort to ensure board members hold themselves to the same professional standards, the board expects all board members to not engage in any such Unlawful Behavior. Any individual who believes that s/he has been subjected to Unlawful Behavior by a board member may file a complaint using the procedures listed below.

- A. Complaints against board members shall be filed with the board's attorney.
- B. The board's attorney will within 20 days make an initial determination of whether the complaint has any merit or should be dismissed.
 - 1. The attorney will dismiss all or part of the complaint without any investigation if the allegations in the complaint are insufficient to establish a policy violation even if all the factual allegations in the complaint are true.
- C. If the board's attorney determines that the complaint has merit, the attorney will appoint an outside, independent investigator. Depending on the nature of the complaint and the wishes of the parties, the investigator will either work to resolve the complaint informally, or conduct an investigation and make a recommendation as to whether Unlawful Behavior has occurred.
- D. The complaint may be handled informally if the complainant and respondent both agree to engage in an informal resolution process.
 - 1. An informal resolution may only occur after the investigator receives the complaint, determines the matter is appropriate for an informal process, and informs the complainant of the option for a formal resolution.
 - 2. If the parties choose to move forward informally, the investigator will use his/her best effort to resolve the complaint through mediation and negotiation with all parties.
 - 3. If satisfactory resolution is reached informally, no further action will be taken, and the matter will be considered closed.
 - 4. If the complainant or respondent is not satisfied with the outcome of the informal process, s/he may request that the complaint be handled formally.
 - 5. A request for the matter to be resolved through a formal process may be made at any time.
 - 6. The informal process should be completed within 20 business days, unless a longer period of time is deemed necessary.
- E. If a formal process is warranted or requested, the investigator shall conduct a thorough investigation in accordance with the procedures outlined in the district's G-19: Administrative Procedures, Discrimination, Harassment, Sexual Harassment, and Retaliation Prohibited.

B-1: Board of Education Legal Status, Responsibilities, and Ethics (cont.)

- F. Within 20 days of receiving the complaint, the investigator shall prepare a written summary of his/her investigation, and a recommendation to the board attorney as to whether there is reasonable cause to believe that Unlawful Behavior may have occurred.
- G. If the recommendation indicates that reasonable cause exists, the board attorney shall forward the recommendation to the entire board, excluding the board member against whom the complaint was filed.
- H. After receiving the recommendation, the board shall meet in closed executive session to determine appropriate next steps.
- I. Any action taken by the board as a result of the recommendation will be taken in an open meeting in accordance with state law.
- J. A finding of no reasonable cause by the outside investigator, which is reviewed and confirmed by the board attorney, shall be final.

No district employee or student shall be subjected to discrimination in employment or any district program or activity on the basis of age, color, disability, gender, gender identity, genetic information, national origin, pregnancy, race, religion, sex, sexual orientation, or veteran status. The district is committed to providing equal access and equal opportunity in its programs, services and employment including its policies, complaint processes, program accessibility, district facility use, accommodations and other Equal Employment Opportunity matters. The district also provides equal access to district facilities for all youth groups listed in Title 36 of the United States Code, including scouting groups. The following person has been designated to handle inquiries and complaints regarding unlawful discrimination, harassment, and retaliation: Tina Hatch, Compliance and Investigations/Title IX Coordinator, 440 East 100 South, Salt Lake City, Utah 84111, (801) 578-8388. You may also contact the Office for Civil Rights, Denver, CO, (303) 844-5695.

Board Policy B-2: School Board Meetings



REFERENCES

[B-2: Administrative Procedures, School Board Meetings](#)

[Board of Education Handbook](#)

[Utah Code Ann. §11-14-318, Public Hearing Required](#)

[Utah Code Ann. §52-4-101 et seq., Open and Public Meetings Act](#)

[Utah Code Ann. §53G-4-203, 204, 402\(21\), Local School Boards](#)

[Utah Code Ann. §53G-7-208, Local Governmental Entities and School Districts](#)

[Utah Code Ann. §53F-8-201\(3\), Annual Certification of Tax Rate Proposed by Local School Board](#)

[Utah Code Ann. §53G-7-303\(2\), Local School Board Budget Procedures](#)

[Utah Code Ann. §53G-7-305, Limits on Appropriations](#)

[Utah Code Ann. §45-1-101, Legal Notice Publication Requirements](#)

Robert's Rules in Plain English: A Readable, Authoritative, Easy-to-Use Guide to Running Meetings (2nd Edition), by Doris P. Zimmerman (Collins Reference, 2005)

THE POLICY

The Salt Lake City School District Board of Education meets regularly so that the board may discuss or act upon matters over which it has jurisdiction. All board meetings must be open to the public unless they are closed in accordance with Utah law.

The purpose of this policy is to ensure compliance with all relevant sections of Utah law, including requirements of the Utah Open and Public Meetings Act, and to provide appropriate opportunities for public comment at board meetings.

Public Hearings: A public hearing is an open meeting at which members of the public are given a reasonable opportunity to comment on the subject of the meeting. A public hearing may differ from the regular public comment period in its specific focus and duration. In general, through its elected leadership, the board may determine whether a board meeting will include a public hearing. However, the board must hold a public hearing when considering any of the following: (a) the closure of a school; (b) a change in school boundaries; (c) the adoption of a district budget; (d) an increase in taxation; and (e) change to the board member compensation schedule.

Closed Meetings: In accordance with state law, the board may hold closed meetings upon a two-thirds affirmative vote of the board members present at a meeting for which public notice was given. The board may not approve any resolution, rule, regulation, contract, or appointment during a closed meeting, nor may the board interview an applicant to fill a vacant position on the board. Board members may participate in closed meetings through electronic means; however, when participating electronically, board members must use caution to ensure that the confidential nature of the closed session discussions is maintained.

Electronic Meetings: The board may hold an electronic board meeting if board leadership determines it is necessary and the requirements of Utah law are met. An electronic board meeting may also be held in order to comply with any applicable health and safety orders, or in circumstances in which meeting physically would pose a threat to the health and safety of board members or the community. During any electronic board meeting all votes will be taken by roll call unless the vote is unanimous.

Remote access and participation by phone, of board members at a regularly scheduled public board meeting does not constitute an electronic meeting. Individual board members who are participating by phone or electronically will be included in the calculation of a quorum.

Emergency Meetings: If a board meeting must be called to address an emergency or urgent public necessity, and the required twenty-four (24) hour notice is not feasible, the best practical notice must be given including time, place, and topics to be considered at the meeting. An emergency meeting may not be held unless an attempt has been made to notify all board members and the majority of members approve the meeting.

Location of Meetings: Regularly scheduled meetings must be held at the location specified in the board's annual notice of meetings unless a change of location has been specified in the public notice for an individual meeting.

Workshops, study sessions, and executive sessions held on the same day as a regularly scheduled open public meeting of the board must be held at the same location as that regular meeting, except as deemed necessary and permitted under Utah law.

Notice and Agenda Requirements: At least once each year, the board must give public notice of its annual meeting schedule, in accordance with Utah law, including the anticipated date, time, and place of each meeting. In addition, the board must give public notice of every individual meeting, at least 24 hours in advance, including the agenda, date, time, and place of the meeting.

The board directs that notice of meetings, including agendas, be posted on the district's website, sent to the office of the mayor of Salt Lake City, and posted on the Utah Public Notice website.

Agendas must be reasonably specific in describing the topics scheduled for discussion. In general, the board will follow its posted agenda. If a topic not on the agenda arises during public comment, the board may, at the discretion of its presiding officer, discuss the topic but may not take any final action on it during that meeting.

Agenda Development: The board president, vice president, superintendent, and business administrator will collaboratively develop board meeting agendas. In addition, the board will designate a third board member to attend agenda development meetings; board members may rotate into this position, or an individual board member may be appointed to attend for a specific period of time. Other individuals may be requested to attend at the direction of the board or superintendent, as appropriate. Any board member may request that a topic be placed on an upcoming meeting agenda by contacting the board president or vice president. In general, scheduling of topics is at the discretion of board leadership. If two or more board members submit a request that a topic be placed on the agenda, that request will be accommodated within two meetings.

Consent Agenda: Any request by a board member to move a topic off the consent agenda to the discussion agenda must be received by the superintendent and board president at least 24 hours before the scheduled board meeting and must include an explanation of the board member's concerns with the consent item(s). Advance notice of the specific concern(s) will allow the superintendent, or designee, to be prepared to fully discuss those concerns at the board meeting. The 24-hour advance notice requirement may be waived at the discretion of the board president.

Quorum Required for Action: A majority of the board, or four members, constitutes a quorum of the board. The presence of a quorum is required before the board may take any vote or action. A quorum is not required at informational meetings or study sessions at which no action is taken.

Public Comment at Board Meetings and Communication with Board Members: The board recognizes that public comments and suggestions are vital to its decision-making process. The board welcomes public participation and will normally include a public comment period on the agenda of at least one board meeting every month. The administrative procedures associated with this policy contain additional information governing public comment at board meetings.

Citizens may contact board members to express views or urge action via e-mail, regular mail, or telephone at the addresses and numbers listed on the district website. Messages may also be sent by e-mail or letter to the office of the superintendent, where they will be copied and distributed to all board members.

The public comment notice, published on the applicable board meeting agenda, will be approved by the board.

Local Governmental Involvement: The mayor of Salt Lake City, or designee, may attend and participate in board discussions at board meetings.

Recording and Minutes of Open Board Meetings: Both written minutes and a recording must be kept of every open board meeting, except site visits or traveling tours where no vote or action is taken by the board. At such site meetings or traveling tours, either a recording or written minutes must be kept. The board considers its written minutes, once they have been approved by vote of the board, to be the official record of actions taken.

B-2: School Board Meetings (cont.)

The recording and minutes of an open meeting at which a vote is taken to hold a closed meeting must contain the reason or reasons for holding a closed meeting and the votes, by name, of members present, either for or against the motion to have such a meeting. The location of the closed meeting must also be recorded.

An audio recording will be made of all open board meetings and available for one year on the district website (<http://www.slcschools.org>). Video recordings of meetings may also be available for review, depending on the technology and conferencing platform used to host the meeting; currently, video recordings of recent board meetings are available on YouTube.

Any board member may request that information be attached to the minutes, as long as such information is a record of the proceedings of the meeting.

Recording of Closed Board Meetings: A recording must be kept of all closed board meetings, except when the meeting is closed exclusively to discuss concerns of an individual's character, professional competence, physical or mental health, or the deployment of security personnel, devices, or systems.

Recording of Board Meetings by Members of the Public: Any person in attendance may record all or part of the proceedings in an open board meeting, provided such recording does not interfere with the conduct of the meeting.

Procedural Guidelines and Parliamentary Motions: Meetings of the board should be guided by a less formal version of Robert's Rules of Order appropriate for smaller boards and assemblies. In consultation with the board, the superintendent shall appoint an individual to serve as the board's parliamentarian. The Board of Education Handbook, *Jurassic Parliament* materials by Ann McFarlane, and Robert's *Rules in Plain English* by Doris Zimmerman shall be used as references in conducting board meetings.

- A. The board has an established agenda format for its board meetings and annual planning session.
- B. Action items on the agenda require:
 - 1. a motion by a board member;
 - 2. a second to the motion;
 - 3. a discussion of the motion by board members; and
 - 4. a vote by board members.
- C. Other than the consent agenda, each motion should be limited to one idea or issue.
- D. No new motion may be made while another is being discussed.
- E. A motion may be amended, and votes on the amendments must be taken before acting on the original motion.
- F. Before a vote on the main motion is taken, business can be interrupted by a motion:
 - 1. to table the main motion;
 - 2. to postpone action;
 - 3. to refer the motion to a committee;
 - 4. to withdraw it from consideration; or
 - 5. to adjourn the meeting.The subsidiary motions must be disposed of before action on the main motion.
- G. The president may limit the time allotted for discussing a motion or report.
- H. Debate can be closed formally with a motion to call the question and a two-thirds affirmative vote.
- I. When the president senses the discussion has ended, a vote on the pending may be taken without the need for a formal motion to close debate unless a member objects.
- J. Some motions are not debatable, such as a motion to adjourn or to appeal a decision to the chair. See *Jurassic Parliament Motions Chart and Cheat Sheet*, Appendix I and II in the Board of Education Handbook.
- K. A board member, but no one else, may question a board procedure by rising to a point of order at any time. After the point is stated, the president issues a ruling that may be appealed to a vote of the full board. Five votes are required to overrule the president or suspend a rule.
- L. Before a motion is voted upon, it should be read aloud.
- M. The president, by virtue of membership on the board, is expected to vote on each issue before the board.
- N. Given the seven-member composition of this board, a two-thirds affirmative vote will be achieved as follows:
 - 1. If seven board members are present, five members' votes are needed;
 - 2. If six board members are present, four members' votes are needed;
 - 3. If five board members are present, three members' votes are needed; and
 - 4. If four board members are present, three members' votes are needed.

B-2: School Board Meetings (cont.)

- O. The president should always keep a reference guide, such as the chart of parliamentary motions, readily at hand and may implement other parliamentary procedures to expedite the board's business.
- P. The president may call a board member to order for disruptive conduct or conduct in violation of the board's Statement of Ethics.

Documents or Information for Discussion in a Board Meeting: The board relies on clear, high-quality information from the superintendent, business administrator, district staff, and others in the community. All presenters at board meetings should read, consider, and follow the administrative procedures associated with this policy. Any board member may send a document or article of general interest to all board members or forward it to the superintendent for distribution. If a board member, the superintendent, or the business administrator wants to discuss any document(s) related to an item on the board's consent, discussion, or action agenda, they must provide copies for all members of the board and for the superintendent at least twenty-four hours in advance of the scheduled board meeting to allow sufficient time for the document(s) to be read and considered. Nothing in this section prevents information related to an item on the board's agenda from being presented during a meeting and included that information in the public record of that meeting. Questions about documents or other information provided as part of board meeting agendas, or in the superintendent's memoranda may be directed to the superintendent or individual presenters as specified or addressed in small group meetings set up for this purpose.

Annual Training: The board president must ensure that members of the board complete annual training on provisions of Utah's Open and Public Meetings Act and this policy.

The board has set forth its specific processes for implementing this board policy through the accompanying [administrative procedures](#).

No district employee or student shall be subjected to discrimination in employment or any district program or activity on the basis of age, color, disability, gender, gender identity, genetic information, national origin, pregnancy, race, religion, sex, sexual orientation, or veteran status. The district is committed to providing equal access and equal opportunity in its programs, services and employment including its policies, complaint processes, program accessibility, district facility use, accommodations and other Equal Employment Opportunity matters. The district also provides equal access to district facilities for all youth groups listed in Title 36 of the United State Codes, including scouting groups. The following person has been designated to handle inquiries and complaints regarding unlawful discrimination, harassment, and retaliation: Tina Hatch, Compliance and Investigations/Title IX Coordinator, 440 East 100 South, Salt Lake City, Utah 84111, (801) 578-8388. You may also contact the Office for Civil Rights, Denver, CO, (303) 844-5695.

B-2: Administrative Procedures

School Board Meetings



REFERENCES

[Board Policy B-2: School Board Meetings](#)
[Utah Code Ann. §52-4-101 et seq., Open and Public Meetings Act](#)

PROCEDURES FOR IMPLEMENTATION

I. Board Meetings

- A. Board meetings will be noticed, conducted, and recorded in accordance with all applicable state laws, including Utah's Open and Public Meetings Act.
- B. All board meetings will be held within the geographic boundaries of the district except as permitted by state law.
- C. The board reserves the right to waive or alter these procedures if in the opinion of the board, it is warranted by the circumstances of any particular meeting.

II. Public Participation at Board Meetings

- A. The board recognizes the value of providing citizens with the ability to inform the board on issues of community interest.
 - 1. The board encourages public comment on district services and board policies.
 - a. The public comment period is intended to provide individuals with an uninterrupted opportunity to address the board and a time for the board to actively listen to its community members.
 - b. However, unless the speaker's topic is already on the agenda the board cannot deliberate or take action on items raised during the public comment period.
 - c. When appropriate, the board will direct district staff to follow-up with the speaker on the topic presented.
 - 2. Sign-up for the public comment period is handled on a first-come basis.
 - a. Patrons wishing to address the board may sign up in person, or by email or telephone until 5:00 p.m. on the day of the board meeting. Patrons may also sign up for public comment between 5:00 p.m. and the start of the open session of the board meeting using the sign-up sheet located outside of the board room.
 - b. Patrons must provide their name, phone number, email/ mailing address, and agenda item or topic they wish to discuss.
 - 3. A maximum of fifteen minutes will be allotted for public comment during board meetings (i.e., enough time for five individual speakers, three group presentations, or some combination thereof). This time limit does not apply to public hearings (e.g., boundary changes, truth-in-taxation).
 - a. Individual speakers will be given three minutes to address the board.
 - b. If a group of people wishes to address the board on the same subject, the group should select one or two speakers to make their presentation to the board. Groups are allotted five minutes to make their presentation to the board.
 - 4. After signing up for public comment, patrons will be provided a copy of these procedures for their reference.
- B. The board will not take public comment during board meetings on:
 - 1. personnel issues or statements regarding the character, professional competence, or physical or mental health of an individual; or
 - 2. complaints concerning bidding or contracts.Information regarding any of the above issues should be communicated to the superintendent at 440 East 100 South, Salt Lake City, Utah 84111, or at 801.578.8351.
- C. Employees and/or their representatives may not use the public comment period to address issues that should be raised through existing formal communication channels or established grievance or negotiations procedures.
- D. The board president will read speaker guidelines before receiving public comment.
- E. Speakers may provide printed material in support of their comments. If possible, any printed material should be provided to the superintendent's office in advance of the meeting to allow such material to be copied and distributed to the board.

- F. The public comment notice, which is published on every board meeting agenda, will be approved by the board. The currently approved notice is as follows:

Note: Persons requesting to speak to the board of education in an open meeting need to sign up prior to the start of the open session of the board meeting. Resolution of questions or responses to proposals should not be expected at this meeting; staff or others may be asked to research and/or prepare materials and solutions for a later time. Fifteen minutes total has been scheduled for persons requesting to speak. Three minutes will be allotted for individual requests, and five minutes will be allotted for group requests. If we receive more requests than the allotted time permits, those requests may be scheduled for the next board meeting. Your concerns may be submitted in writing to the superintendent's office for distribution to the board of education at any time.

- G. Speech that defames individuals or interrupts the public business of the board will not be tolerated and may be cause for removal from the meeting.
- H. In accordance with state law, any individual who engages in disorderly conduct during a board meeting may be removed from the meeting by appropriate legal means and may be subject to criminal prosecution.
- I. In accordance with state law, the board may schedule other public meetings or hearings to receive public input on specific issues.

III. Local Governmental Participation in Board Meetings

- A. The mayor of Salt Lake City, or his/her designee, may attend and participate in board discussions held in the open meeting portion of any board meeting.
- B. The mayor of Salt Lake City may attend and participate in board discussions held in the closed meeting portion of any board meeting if:
1. the board invites the mayor to attend and participate; and
 2. the closed meeting is held for the purposes of discussing the board's disposition or acquisition of real property, and the mayor does not have a conflict of interest in respect to the real estate disposition or acquisition.

IV. Invited Presentations

- A. The board frequently receives reports and information from various individuals and groups which enable the board to carefully consider issues, and make well-informed decisions that best serve the district. Accordingly, the utmost care should be taken to provide accurate information to the board. Presenters should make every effort to comply with the following procedures:
1. Any written information, including PowerPoint presentations, should be submitted to the superintendent's office by Tuesday morning one week prior to the Tuesday board meeting.
 2. All information should be concise, meaningful, and as clear as possible. Presenters should focus their presentation on the critical aspects of their report, referring to other submitted materials only as necessary.
 3. All numerical data presented to the board should be collected and compiled in accordance with the rules of statistical rigor, including denoting the sample size and showing trends over time.

APPENDIX I: MOTIONS CHARTS



Mastering meetings using Robert's Rules

MOTIONS CHARTS

	Rank	Second?	Debatable?	Amendable?	Vote?
PRIVILEGED MOTIONS					
Fix time to which to adjourn	13	Yes	No	Yes	Majority
Adjourn	12	Yes	No	No	Majority
Recess	11	Yes	No	Yes	Majority
Raise a question of privilege	10	No	No	No	Chair decides
Call for orders of the day	9	No	No	No	At request of one member
SUBSIDIARY MOTIONS					
Table	8	Yes	No	No	Majority
Previous question or call the question*	7	Yes	No	No	Two-thirds
Limit or extend limits of debate	6	Yes	No	Yes	Two-thirds
Postpone to a certain time	5	Yes	Yes	Yes	Majority
Refer to committee	4	Yes	Yes	Yes	Majority
Secondary amendment		Yes	Yes	No	Majority
Primary amendment		Yes	Yes	Yes	Majority
Amendment*	3	Yes	Yes	Yes	Majority
Postpone indefinitely	2	Yes	Yes	No	Majority
MAIN MOTION					
Main motion	1	Yes	Yes	Yes	Majority

* Amendment and previous question may be applied to motions higher than themselves.

INCIDENTAL MOTIONS				
	Second?	Debatable?	Amendable?	Vote?
Request for information	No	No	No	Chair responds
Point of order	No	No	No	Chair rules
Appeal	Yes	It depends	No	Negative

BRING-BACK MOTIONS				
	Second?	Debatable?	Amendable?	Vote?
Reconsider	Yes	It depends	No	Majority
Rescind	Yes	Yes	Yes	§
Amend something previously adopted	Yes	Yes	Yes	§
Take from table	Yes	No	No	Majority

§ Majority with previous notice, two-thirds without notice, or majority of entire membership

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APPENDIX II: CHEAT SHEET



CHEAT SHEET

WAIT! WAIT! WHAT SHOULD I SAY?

If you are the chair, say...

If you are a member speaking about another member, say...

If you are a member speaking about the chair, say...

BIG MISTAKES

speaking twice in a row	Members are reminded that no one may speak a second time until everyone who wishes to do so has spoken once.	Point of order...The member has spoken twice while others are waiting to speak.	Point of order...The chair does not have the right to dominate the discussion, but must speak in turn.
not seeking recognition	Members will kindly seek recognition before speaking.	Point of order...Members must seek recognition before speaking.	[not applicable]
speaking directly to another member	Members will kindly address all remarks to the chair.	Point of order...Members are supposed to speak to the chair.	[not applicable]
interrupting another person	Members will kindly refrain from interrupting one another.	Point of order...Interrupting is not allowed.	Point of order...The chair does not have the right to interrupt a member.

UNACCEPTABLE REMARKS

personal remarks	Members will refrain from making personal remarks.	Point of order...Personal remarks are not allowed.	Point of order...Personal remarks are not allowed.
insulting language, vulgarity, attacks	Insulting or vulgar language is not allowed at our meetings.	Point of order...The language used by the member is insulting/vulgar.	Point of order...The chair is using insulting/vulgar language.
inflammatory language	Inflammatory language is not allowed.	Point of order...That remark is inflammatory.	Point of order...That remark is inflammatory.
speaking about another's motives	Members may not speak about another member's motives.	Point of order...Members may not speak about another member's motives.	Point of order...The chair may not speak about another member's motives.
criticizing past actions	Members may not criticize a past action of the group during a meeting, with two exceptions.	Point of order...Members may not criticize a past action of the group during a meeting, with two exceptions.	Point of order...The chair may not criticize a past action of the group during a meeting, with two exceptions.
remarks that are not germane (relevant)	Members will keep all remarks strictly to the topic under discussion.	Point of order...In my view that topic is not germane to our discussion.	Point of order...In my view that topic is not germane to our discussion.

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