

**Board Meeting Guidelines**

**Responsibilities**

1. Board- Govern, think How Well
2. Administration- Administrate, think How Will

**Board Purpose**

The purpose of the board, on behalf of the citizens of Utah, is to see to it that Lakeview Academy (1) achieves what is should according to the Lakeview Academy Charter and state laws and (2) avoids unacceptable actions and situations.

**Board Meeting Agenda Schedule**

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| **Date** | **Action** |
| 14 days before meeting | Submit information for agenda |
| 10 days before meeting | Set agenda |
| 7 days before meeting | Send out agenda packet to board and staff |
| 5 days before meeting | Post agenda on Public Notice Website, Link the Public Notice Website to your School Website, Location of meeting |
| Monday before meeting | Email invitation to school families with 2-3 important topics that will be covered |
| During meeting | Record meeting |
| 3 days after meeting | Post the recording on the Public Notice Website  Post any previous Board meetings approved minutes  Email recap of 2-3 important topics that were covered with results to school families |
| 30 days after meeting | Post draft minutes |

**Structure of Board Agenda**

Mission Statement at the top of the agenda

1. Welcome
2. Pledge of Allegiance
3. Public Comment (15 minutes)
4. Charter/Law/Governance Training (30 minutes)
5. Reports (Director, Board, Financial, Committee) (30-60 minutes)
6. Consent Agenda (5 minutes)
7. Action Items (10 minutes)
8. Policy Review (15 minutes)
9. Board Business
10. Adjourn

**Roberts Rules and Pattern of Formality (include on back of agenda)**

**Public Comment**

1. During the agenda under the Public Comment section, the public may address any issue not related to items already on the agenda. Please state your name for the official minutes. Please be mindful of the length of the board meeting and limit your comments to two minutes.
2. After an item has been introduced and debated by the board, the President will call for Public comment on that item only. Each public attendee shall have the opportunity to speak two times on the same issue on the same day. It shall proceed that everyone will be given their first opportunity to speak before anyone will be given their second opportunity.
3. To maintain order, if someone from the public is out of order, the President will verbally counsel them by calling, “point of order.”

**Order of Debate**

1. The item will be introduced by the sponsor if the sponsor is not present then the President will assign someone to do the introduction.
2. Members debate the item (unless no one wished to debate it). Each member is allowed two separate opportunities to speak on the item.
3. The President will then open the item up for Public Comment following the directions in public comment section 2.
4. The item will then be opened up to the Board for additional debate if necessary.
5. A member makes a motion by saying, “I move that…” if it is long; it should be prepared in writing and given to the President or Secretary. If no motion is made then the item dies, and no further debate will occur.
6. Another board member may amend the motion. If the motion is amended the President asks is their any objection to adopting the amendment. If no objection is made, the chair may declare the amendment adopted. If even one member objects, however the amendment is subject to debate and vote like any other motion.
7. If the motion is amended the President may open it up to further board comment if necessary.
8. The President will then call the question and take a vote on the item.
9. The President announces the vote.

**Pattern of Formality**

1. The President should be addressed as Mister or Madam President as appropriate.
2. Wait to be acknowledged verbally or with a nod before speaking by the President.
3. Speak only to the President or though him/her.
4. Avoid personalizing any issue; speak to the subject, not the person you disagree with. An example of this would be if you believe something said to be untrue, you would say, I believe the member is mistaken instead of saying something was a lie.
5. If anyone breeches Robert’s Rules or for example speaks out of turn, it is called a point of order and will be corrected by the President or any other board member that catches it. One would say, “Point of Order” The President would acknowledge the person and they would say what breech occurred. The President would then say “the point of order is well taken” or in unfounded, “the point of order is not well taken.

**Questions Board Members Consider When Making Decisions**

1. How will the decision affect the school?
2. How does this decision relate to our mission statement and philosophy?
3. What’s the potential for legal problems if I vote yes? What if I vote no?
4. Does this decision affect:
   1. The students and families we serve? How?
   2. Lakeview Academy’s staff? How?
   3. The community? How?
   4. The Board of Trustees itself? How?

Is the impact on any of these groups negative? If it is, will the decision benefit significantly more people than it will harm?

1. Have we voted on this matter before? If yes, why are we considering it again? How have the conditions changes?
2. Do I have all the information I need to make a sound decision? What questions should I ask before making this decision?
3. If someone asked me to justify why I made this decision, can I explain my decision?

(Signature) (Date)