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- D. Upon the agenda's being closed, the Superintendent and/or his/her designee shall immediately prepare the written agenda and provide to each member of the School Board, the Superintendent, the School Board's general counsel, and all newspapers and television and radio stations who have submitted a written request for such notification and agenda. The Superintendent and/or his/her designee shall, at the same time, post a copy of the agenda on the front door of the School Board Office and have copies available for interested citizens.
- E. Any item placed on the agenda shall contain a brief explanation of the subject matter of the item, and the Superintendent is hereby specifically prohibited from placing an item on the agenda which does not contain such explanation. Except as provided for in paragraph 5(C) herein, supporting documentation for each item should be provided to each Board member via email or in extraordinary circumstances via hand delivery, not less than forty-eight (48) hours prior to the meeting.
- F. Any citizen or organization may request consideration by the School Board of an item concerning matters within the jurisdiction of the School Board at a particular School Board meeting by submitting such request in writing to the Superintendent and/or his/her designee, together with a brief explanation of the subject matter and the action requested of the School Board, by 12:00 Noon on the Monday of the week in which consideration is requested. Within twenty-four (24) hours after the written request is received, the Superintendent and/or his/her designee shall notify the citizen or organization making such request as to whether or not the Superintendent has placed such item on the agenda.
- G. The written agenda prepared by the Superintendent and/or his/her designee shall conform to applicable School Board policy, existing state law and it shall list the business of the School Board for a particular meeting in an orderly manner.

SUGGESTED AGENDA FOR REGULAR BOARD MEETINGS:

- 1. Call to order, invocation, and pledge of allegiance.
- 2. Roll call for determination of a quorum present.
- 3.

or to a committee of the School Board for further study. This prohibition shall also not apply to consideration of items supplemental to an item previously acted upon, but shall apply only where the purpose of the item is to change previous School Board action.

6. CONDUCT OF SCHOOL BOARD MEETING

A. The purpose of School Board meetings is to allow the duly elected representatives of the people to consider and act upon matters of importance to the operation of the school system which are within the jurisdiction and authority of the School Board. It is in the best interest of the citizens of this parish that such meetings be conducted in an orderly and expeditious manner which permits full presentation of information and viewpoints by interested citizens, followed by thorough discussion among the School Board, the Superintendent and designated members of the staff, and concluded with debate and final decisions by the School Board on those items of business listed on the agenda. To that end, rules in this section shall govern the conduct of all meetings of the School Board and its committees and subcommittees.

B. The President of the School Board, or in his/her absence, the Vice President of the School Board, shall serve as the presiding officer for all School Board meetings. In the absence of both the President and the Vice President, the Superintendent shall serve as the presiding officer, or the School Board may elect a temporary chair for that meeting by a *majority vote*.

facilitate participation by any such person who requests that accommodation prior to the meeting. Members of the public who desire to participate in this fashion shall certify that they meet the definition of a person with a disability recognized under the *Americans with Disabilities Act* when they submit, prior to public meetings, their requests to comment on agenda items and shall comply with the same rules and regulations on speaking applicable to those participating in person at such meetings.

- G. In the conduct of meeting of the School Board, any question not covered by these *Rules of Procedure* shall be governed by *Roberts Rules of Order, Revised*.

7. ORDER AND DECORUM AT SCHOOL BOARD AND COMMITTEE MEETINGS

It is in the public interest that meetings of the School Board or its committees, in handling the public's business, be conducted in an orderly and dignified manner. To this end, the following rules are established for the conduct of all persons, including School Board members and staff members, attending a meeting of the Board or its committees.

No signs, posters, placards, etc. shall be affixed to the walls, doors, etc. of the School Board office building or any room therein, except by the School Board staff in connection with School Board business and then only with permission of the Superintendent and/or his/her designee. No sign, placard, or poster which is carried by hand shall be permitted in the School Board office building or any of its rooms.

All persons attending meetings of the School Board or of its committees must be recognized by the presiding officer before speaking. In return, the presiding officer and other School Board members shall courteously receive the comments made by such persons. Any person who fails or refuses to obey the rulings and directions of the presiding officer, or otherwise disrupts the meeting in any manner, shall be requested by the presiding officer to leave the meeting room for the remainder of that meeting. If any person refuses to follow the directions of the presiding officer, the presiding officer shall cause such person to be removed from the meeting as authorized by La. Rev. Stat. Ann. §42:17 C. and other

