



## RISE CHARTER SCHOOL

**Policy 1500 B: Board Meeting - Board Operating Procedure & Protocol**   **Status: 1<sup>st</sup> Reading**

**Original Adopted Date:**

**Last Reviewed Date:**

### **Board Operating Protocols & Rules of Procedure**

1. The Board will conduct its meetings and order of business using general rules of parliamentary procedure for small boards. Should a question on parliamentary procedure arise at any meeting, the most current edition of *Robert's Rules of Order (small boards)* will be used as a guide.
2. All Board meetings shall be held in a location that is accessible to the public. Any person with a disability that requires accommodation or support to allow them to attend a meeting and/or provide comment may request such accommodation as described in Policy 4150.
3. The Board will abide by all rules of the Idaho Open Meetings Law, and the Board Clerk shall keep written minutes of all open Board meetings.
4. The order of business shall be reflected on the agenda and is determined by the Board Chair and Executive Director with input from the Board. Upon consent of a majority of the Board, the order of business at any meeting may be changed. Patrons may suggest items for inclusion on the agenda by submitting a written request to the Board Clerk.
5. Proxy voting is not permitted. Board Members are allowed, by Idaho Law, to attend virtually or by phone when they are unable to attend the meeting in-person. Each Board Member will attend all meetings in-person and only remotely when necessary.
6. Our rules for patron comment are outlined in Policy 4105. The Board may accept public comment at Special Meetings on items that warrant input. No public comment will be allowed on items that require an executive session as outlined in Idaho Code 74-206, including but not limited to, subject matter that includes personnel, students, pending litigation, or other items that are deemed confidential by Idaho Law.

7. The Board will consistently follow our public participation procedures outlined in Policy 4105.
8. The Board will consider and represent the needs and interests of ALL of the children in our Charter School.
9. The Board will lead by example. We agree to avoid inflammatory and personally directed language and actions that create a negative impression of an individual, the Board, or the School. While we encourage debate and differing points of view, we will do it thoughtfully and with respect.
10. Surprises to Board Members or the Executive Director will be the exception and not frequent. We agree to ask the Board Chair and/or the Executive Director to place an item on the agenda instead of bringing it up unexpectedly at a meeting, as doing so may be an Open Meeting Law violation and not conducive to good governance practices.
11. Board requests of staff are to be made through the Executive Director.
12. All personnel complaints and criticisms received by the Board or its individual members will be directed to the Executive Director through the Board's Uniform Grievance Procedure.
13. Board Members will encourage others to follow the Board policy on complaint procedures to present their concerns, problems, or proposals to the person who can properly address their issue by using the Board's Uniform Grievance Procedure.
14. To be efficient and effective, long Board meetings will be avoided. If a Board Member needs more background information on business items, they will contact the Executive Director in advance of the meeting and consider a special meeting to address tabled matters.
15. The Board will consider research, best practices, public input, and financial impacts in our decision making.
16. The Executive Director is the CEO (chief executive officer) and should recommend, propose, or advise on all items that go before the Board.
17. The Board will speak to the issues on the agenda and not engage in off-topic debate. Facts and information needed from the administration will be referred to the Executive Director.
18. Work sessions will be for in-depth discussion on one or two agreed-upon topics, which will be identified on an agenda.

19. When executive sessions are held, Board Members will honor the confidentiality of everything presented or discussed.
20. The Board commits itself to continuous improvement through annual Board retreats, work sessions, and participating together in learning opportunities. The Board will ensure it includes a properly noticed agenda for such meetings.
21. The Board and Executive Director will annually facilitate goal setting for the Charter School.
22. Board Members will do their homework and improve their board skills by attending learning and networking opportunities.
23. We recognize that individual Board Members do not have authority. Only the Board as a whole has authority. We agree that an individual Board Member will not take unilateral action.
24. The Board Chair or designee will be the Board's spokesperson.
25. When Board Members serve on committees or attend committee meetings, their role shall be as liaison to the Board and, when addressing the committee, shall be only as one individual on the Board.
26. The Board will establish the vision, mission, and goals for the Charter School, adopt policies, and assure accountability. The Executive Director will manage the schools.

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<b>Legal References</b>	<b>Description</b>
I.C. § 33-5204(2)(d)	Nonprofit Corporation—Liability—Insurance - Public Meeting Law Applicable to Public Charter Schools
IC § 30-30-612	Idaho Nonprofit Corporation Act - Directors and Officers - Regular and Special Meetings
IC § 30-30-614	Idaho Nonprofit Corporation Act - Directors and Officers - Call and Notice of Meetings
IC § 33-1273	Teachers - School Districts – Professional Employees - Negotiations
IC § 33-205	Denial of School Attendance
IC § 74-202	Open Public Meetings – Definitions
IC § 74-203	Governing Bodies--Requirement for Open Public

	Meetings
IC § 74-204	Notice of Meetings
IC § 74-205	Written Minutes of Meetings
IC § 74-206	Executive Sessions – When Authorized
<b>Other References</b>	<b>Description</b>
ISBA Policy Services	<a href="https://www.idsba.org/member-services/policy/">https://www.idsba.org/member-services/policy/</a>

**Policy History:**

**Adopted on:**

**Revised on:**

**Reviewed on:**