

## REGULAR SCHOOL BOARD MEETINGS

Regular meetings of the School Board shall be held on the fourth Monday of each month at 6:30 p.m.; however, the schedule of regular meetings may be altered by the School Board.

All regular and special meetings of the School Board are open to the public.

The current edition of Robert's Rules of Order shall be the official guide of the School Board on all points of parliamentary procedure.

A majority of the School Board shall constitute a quorum but no contract shall be made or authorized except at a meeting of the Board of which all members have had legal notice.

Guidelines for planning and conducting school board meetings include:

1. An advanced tentative agenda will be prepared by the Superintendent and forwarded to the School Board members the Thursday before every Board meeting.
2. A final agenda containing necessary additional items will be prepared by the Superintendent the day of the School Board meeting.
3. Each member of the body participating in a meeting by telephone or other electronic means is considered present at the meeting for purposes of determining a quorum and participating in all proceedings.
4. Individuals or delegations who want to present petitions or communications, or speak to the Board should make arrangements through the Superintendent prior to the meeting.
5. Members of the public who want to address the School Board shall do so only at the discretion of the Board chairman.
6. Normally no person shall speak more than 5 minutes or more than once.

Anoka-Hennepin District No. 11  
Coon Rapids, MN 55433  
July 7, 1986  
Revised July 11, 1994  
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