



THE ARIZONA COALITION

OF SCHOOL BOARD MEMBERS



Arizona Revised Statutes

ARS 15-321. Organization: Election of Officers of the Board; Meetings; Execution of Warrants; Exemption



Arizona Revised Statute 15-321

- A. For the purpose of organization of the governing board, the board shall meet at the most convenient public facility in the school district. If a public facility is not available within the district, the governing board may meet at any available public facility that is convenient to all governing board members, regardless of the county or school district in which the facility is located. The governing board shall meet between January 1 and January 15 next following the election.
- B. At the organization meeting the governing board shall elect from among the membership of the board a president.
- C. For the purposes of regular meetings of the governing board, the board shall meet at the most convenient public facility in the school district. If a public facility is not available within the district, the governing board may meet at any available public facility that is convenient to all governing board members, regardless of the county or school district in which the facility is located.
- D. The board shall prescribe rules for its own government. It shall hold a regular meeting at least once each month during the regular school year and may hold other meetings as often as called. If action has been taken and documents approved at a meeting, they may be signed subsequently by individual board members.



Arizona Revised Statute 15-321

E. Business shall be conducted at regular or special meetings. Notice of a special meeting, and of the hour for a regular meeting if no hour is fixed by a rule of the board, shall be delivered personally or by telephone.

F. Notwithstanding section 1-216, if there is a vacancy or vacancies on the governing board, a majority of the remaining members of the governing board constitute a quorum for the transaction of business, except that a single member of the governing board does not constitute a quorum.

G. An order on a county school superintendent for a salary or other expense shall be signed by the governing board. An order for salary or other expense may be signed between board meetings if a resolution to that effect has been passed prior to the signing at a regular or special meeting of the governing board and the order is ratified by the board at the next regular or special meeting of the governing board.

H. This section does not apply to county school superintendents in the conduct of an accommodation school.



Arizona Revised Statutes

Important to note in law:

There is a difference between *SHALL* and *MAY*.



Arizona Revised Statutes

Let's look at a few different school districts policies based on
ARS 15-321 (d).

D. The board shall prescribe rules for its own government. It shall hold a regular meeting at least once each month during the regular school year and may hold other meetings as often as called. If action has been taken and documents approved at a meeting, they may be signed subsequently by individual board members.

Dysart Unified School District



Book	Governing Board Policies
Section	Section 2 - Board Governance
Title	Meeting Procedures/Bylaws
Code	2.15
Status	Active
Adopted	April 28, 2021
Last Reviewed	August 25, 2021

The President of the Board is responsible for the orderly conduct of the meeting and shall rule on such matters as the time to be allowed for public discussion, the appropriateness of the subject being presented, and the suitability of the time for such a presentation. All such rulings are subject to review by the Board at a subsequent meeting, properly noticed, as long as the matter is included on the agenda.

Written or recorded minutes shall be taken of all regular and special Board meetings, including executive sessions. The written minutes or recording shall be available for public inspection three (3) working days after the date of the meeting, except for executive session minutes. The minutes or recording shall not be withheld from the public pending approval and shall be in a form readily accessible to the public.

Copies of written minutes in print or digital form shall be distributed to all Board members prior to the next meeting. The Board will take action at a subsequent meeting to amend and/or approve the written minutes.

LEGAL REF.:
A.R.S.
15-321

Reference:

[Procedure 2.15.P.1](#)

Dysart Unified School District



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Scottsdale Unified School District



BEDD RULES OF ORDER

The Board prescribes rules for its meetings as follows:

- A. It shall hold a regular meeting at least once each month during the regular school year and may hold other meetings as often as called.
- B. Each action item shall require a motion, and all motions shall require seconding.
- C. The President may make or second motions, and may vote on all motions.
- D. A motion to adjourn is in order at any time. Such a motion shall require a second and a majority vote. No discussion is in order.
- E. A motion to table is in order at any time. Such a motion requires a second and is limited to being considered only once on any given agenda item. No discussion is in order.
- F. Rules of order may be subject to suspension only upon a majority vote of the members of the Board present at a meeting.
- G. The President may recess the meeting without a vote of the Governing Board in order to maintain a safe environment and all Governing Board meeting to later proceed pursuant to the rules of order.

The President may implement and enforce other procedural rules of order that do not conflict with A through G listed above, as appropriate and necessary for the orderly, safe and efficient operation of the meeting.

Adopted: February 22, 2022

LEGAL REF.:

A.R.S.

15-321

15-311

Scottsdale Unified School District



BEDD RULES OF ORDER

Adopted: February 22, 2022

LEGAL REF.:

A.R.S.

15-321

15-311

The Board prescribes rules for its meetings as follows:

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Mesa Public Schools



Book	Governing Board Policies
Section	Section B – Governing Board
Title	Rules of Order
Code	BDDE
Status	Active
Adopted	February 10, 1987
Last Revised	May 29, 2020
Prior Revised Dates	10/28/1997, 2/19/2020, 3/24/2020

The Board prescribes rules for its meetings as follows:

- It shall hold a regular meeting at least once each month during the regular school year and may hold other meetings as often as called.
- Informal discussion of a subject on the agenda is permitted while no motion is pending.
- Each action item shall require a motion and a second.
- The President may (1) speak in discussion without rising or leaving the chair, (2) make motions, (3) second the motion, and (4) vote on all motions.
- There is no limit to the number of times a member can speak to a question, and motions to close or limit debate generally should not be entertained.
- A motion to adjourn is in order at any time. Such a motion shall require a majority vote. No discussion is in order.
- A motion to table is in order at any time. Such a motion is limited to being considered only once on any given agenda item. No discussion is in order.
- Items may be presented at a Board meeting by the public for Board consideration in accordance with policy BDDC.
- No motion, resolution, or other form of action or procedure proposed for the first time at any regular meeting shall be acted upon until a subsequent meeting, if one member requests its postponement.
- In a Board-declared emergency, policies may be enacted, repealed, or amended at any regular or special meeting by the unanimous vote of the full Board without previous notice having been given.

Legal	A.R.S. § 15-321(C) A.R.S. § 15-341(A)(1)
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Legal	A.R.S. § 15-321(C) A.R.S. § 15-341(A)(1)
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Humboldt Unified School District



BEDD © RULES OF ORDER

The Board prescribes rules for its meetings as follows:

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- Rules of order may be subject to suspension only upon a majority vote of the members of the Board present at a meeting.

Adopted: date of Manual adoption

LEGAL REF.:

A.R.S.

15-321

15-341

CROSS REF.:

BED - Meeting Procedures/Bylaws

BEDA - Notification of Board Meetings

BEDB - Agenda

Humboldt Unified School District



BEDD © RULES OF ORDER

Adopted: date of Manual adoption

LEGAL REF.:

A.R.S.

15-321

15-341

CROSS REF.:

BED - Meeting Procedures/Bylaws

BEDA - Notification of Board Meetings

BEDB - Agenda

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Policy Change Over Time



Recommended Revisions to Board Governance Policies (Section B)

February 10, 2015 Governing Board Meeting

Michelle G. Marshall

General Counsel

Policy Change Over Time



Recommendations

Rules of Order (BEDD)

- Added ASBA recommended language regarding regular meetings being held at least once a month
- Added ASBA recommended language that no discussion is in order for motions to adjourn or table an item

School Board Legislative Program (BJ)

February 10, 2015 Governing Board Meeting

Policy Change Over Time



BEDD © RULES OF ORDER

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- Rules of order may be subject to suspension only upon a majority vote of the members of the Board present at a meeting.

The Governing Board President may recess the meeting without a vote of the Governing Board in order to maintain decorum and Governing Board meeting rules of order.

Adopted: February 10, 2015

Revised: _____

LEGAL REF.:
A.R.S.
15-321
15-341

Policy Change Over Time



Scottsdale Unified School District

November 9, 2021

Information/Discussion:

First Read of Proposed Revisions to Policy BEDD – Public Participation at Board Meetings

Submitted by:

Lori Bird, General Counsel

Funding:

N/A

BACKGROUND:

It is recommended that changes be made to existing Governing Board Policy BEDD. The proposed revisions will add a provision to the policy addressing the rules of order at public board meetings.

The Governing Board will review and consider revisions to this policy, as outlined below.

Amended to add provision G: The Governing Board President may recess the meeting without a vote of the Governing Board in order to maintain decorum and Governing Board meeting rules of order.

This policy has not been previously revised.

Policy Change Over Time



Scottsdale Unified School District

February 8, 2022

Action Item:

Second Read and Approval of Revisions to Policy BEDD – Rules of Order

Submitted by:

Jann-Michael Greenburg, Governing Board Member

Funding:

N/A

Project Lead:

Jann-Michael Greenburg, Governing Board Member

RECOMMENDATION:

It is recommended that the Governing Board approve and adopt the revisions to Policy BEDD, Rules of Order.

BACKGROUND:

Issue: The current wording of Policy BEDD, *which governs the Board's conduct*, is limited in scope. The Board has consistently sought methods for making meetings more efficient. Enabling the President to enact additional rules of order to accomplish this goal is necessary to achieve this goal. Standard rules of order can then be used, such as those outlined in Robert's Rules of Order Newly Revised (12th Edn. 2020). For example, the President could limit Board members to speaking once on any item, preventing drawn out conversations and repetitive questioning of staff.

Solution: The proposed revisions to Policy BEDD provide the President the opportunity to implement additional rules order to support the orderly and efficient operation of the meeting.

Policy Change Over Time



Scottsdale Unified School District
Governing Board SPOTLIGHTS
 February 8, 2022 • Board Meeting Summary Issued by Superintendent's Office
Governing Board Spotlights is a report of the agenda items presented and the action taken at the Scottsdale Unified School District Governing Board Meeting. For more detailed information, please refer to the *Minutes of the Special Board Meeting* included with the next Governing Board Meeting Agenda.

AGENDA
Special Board Meeting • February 8, 2022

Special Presentation
 A. MLK Voices – Student Emcees

Information/Discussion Items
 A. SAA, SEA and SSPA Updates
 B. School Resource Officer (SRO) Partnership Overview
 C. Second Read of Changes to B Policies

Action Items

A. Certified and Special Service Providers Performance Pay (301) Plan.....	Approved
B. Authorization of Expenditure – Kiva Elementary School for Playground Equipment and Installation to Dave Bang and Associates, Inc.....	Approved
C. Authorization of Expenditure – Interstate Mechanical Corporation, (IMCOR) for Emergency Repairs at Desert Mountain High, Water Main Break.....	Approved
D. Authorization of Expenditure – Saguaro High School Roof Replacement Project to Progressive Roofing Company, Inc.....	Approved
E. Authorization of Expenditure – Kiva Elementary School Playground Shade Structure Replacement and Installation with Shade N Net of Arizona, Inc.	Approved
F. Second Read and Approval of Revisions to Policy BA – School Board Operational Goals	Tabled
G. Second Read and Approval of Revisions to Policy BBA – Board Powers and Responsibilities.....	Tabled
H. Second Read and Approval of Revisions to Policy BBAA – Board Member Authority and Responsibilities	Tabled
I. Second Read and Approval and Adoption of Policy BCC – Requests for Information	Approved
J. Second Read and Approval of Revisions to Policy BDE – Board Committees.....	Tabled
K. Second Read and Removal of Policy BDF – Advisory Committees	Approved
L. Second Read and Approval of Revisions to Policy BEDB – Agenda.....	Tabled
M. Second Read and Approval of Revisions to Policy BEDBA – Agenda Preparation and Dissemination	Approved with Amendments
N. Second Read and Approval of Revisions to Policy BEDD – Rules of Order	Tabled

Policy Change Over Time



Scottsdale Unified School District

February 22, 2022

Action Item:

Third Read and Approval of Revisions to Policy BEDD – Rules of Order

Submitted by:

Lori Bird, General Counsel

Funding:

N/A

Project Lead:

Lori Bird, General Counsel

RECOMMENDATION:

It is recommended that the Governing Board approve and adopt the revisions to Policy BEDD, Rules of Order.

BACKGROUND:

The Governing Board previously discussed proposed changes to Governing Board Policy BEDD as an information/discussion second read at the February 8, 2022, Governing Board Meeting. The changes are presented as a third read and for consideration and adoption. The blacklined version accompanying this agenda item is based on the current policy. Revisions to current policy were made after full consideration of all input and feedback from Board members.

The Governing Board previously updated this policy on February 10, 2015.

Policy Change Over Time



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G. The President may recess the meeting without a vote of the Governing Board in order to maintain a safe environment and allow the Governing Board meeting to later proceed pursuant to the rules of order.

The President may implement and enforce other procedural rules of order that do not conflict with A through G listed above, as appropriate and necessary for the orderly, safe and efficient operation of the meeting.

Adopted: February 10, 2015

LEGAL REF.:
A.R.S.
15-321
15-341

Policy Change Over Time



**Governing Board
SPOTLIGHTS**

February 22, 2022 • Board Meeting Summary

Issued by Superintendent's Office

Governing Board Spotlights is a report of the agenda items presented and the action taken at the Scottsdale Unified School District Governing Board Meeting. For more detailed information, please refer to the *Minutes of the Regular Board Meeting* included with the next Governing Board Meeting Agenda.

AGENDA

Regular Board Meeting • February 22, 2022

Special Presentation

- A. Student Advisory Board 2021-2022: February Presentation

Information/Discussion Items

- A. Review of Fiscal Year 2022-2023 Salary Schedules and Benefits
- B. Pueblo ES Rebuild – Visioning Committee, Community Meetings and Design Progress Presentation
- C. Tavan ES Renovation / Addition – Visioning Committee, Community Meetings and Design Progress Presentation

Consent Agenda

- A. Acceptance of Gifts \$44,452.82.....Approved
- B. Accounts Payable Vouchers (630 Bond Fund) Processed from January 12 through February 9, 2022Approved
- C. Accounts Payable Vouchers Processed from January 12 through February 9, 2022Approved
- D. Payroll Vouchers Processed from January 7 through February 1, 2022.....Approved
- E. Personnel Action Items, 1/12/2022 to 02/08/2022 ..Pulled for Further Discussion, Corrected and Approved
- F. Certified Staff Class Coverage Payment Date ModificationApproved
- G. Approval of Minutes of January 25, 2022 Regular Governing Board MeetingApproved
- H. Approval of Minutes of February 8, 2022 Special Governing Board MeetingApproved
- I. Authorization of Expenditure – GCON, Inc. for Navajo ES, D WingApproved
- J. Resolution Requesting Approval from the Arizona School Facilities Board for Reduction of Square Footage Pursuant to A.R.S. 15-341.G for Pima and Hohokam Elementary Schools.....Approved
- K. Resolution Requesting Approval from the Arizona School Facilities Board for Reduction of Square Footage Pursuant to A.R.S. 15-341.G for Tonalea Elementary SchoolApproved
- L. Approval of Award of Request for Proposal No. 22-42-26 - Landscaping ServicesApproved
- M. Approval of Amendment to Intergovernmental Agreement (“IGA”) with Arizona Department of Economic Security (“ADES”) for Transition from School to Work ServicesApproved
- N. Name Change Approval for Tonalea Middle SchoolApproved
- O. K-5 Science Materials UpdateApproved
- P. Approval of Nutanix Software License and Support RenewalApproved

Action Items

- A. Third Read and Approval of Revisions to Policy BA – School Board Operational Goals.....Approved
- B. Third Read and Approval of Revisions to Policy BBA – Board Powers and ResponsibilitiesApproved
- C. Third Read and Approval of Revisions to Policy BBAA – Board Member Authority and Responsibilities.....Approved
- D. Second Read and Approval of Revisions to Policy BDA – Board Organizational MeetingApproved
- E. Third Read and Approval of Revisions to Policy BDE – Board CommitteesApproved
- F. Third Read and Approval of Revisions to Policy BEDB – AgendaApproved
- G. Third Read and Approval of Revisions to Policy BEDD – Rules of Order.....Approved
- H. Approval of Purchase of Network Equipment and Licenses for Pueblo RebuildApproved

The Coalition Policy



AZ Coalition

2.51 Meetings – Regular, Special, Study Session

Adopted: (date of adoption)

Revised: (date of latest revision and approval)

Definitions: “*Meeting*” means the gathering, in person or through technological devices, of a quorum of members of a public body to discuss, propose or take legal action, including any deliberations with respect to such action that has been properly noticed, pursuant to Arizona Revised Statutes. A meeting includes a one-way electronic communication by one member of a public body that is sent to a quorum of the members of a public body and that proposes legal action. A meeting also includes an exchange of electronic communications among a quorum of the members of a public body that involves a discussion, deliberation or the taking of legal action by the public body concerning a matter likely to come before the public body for action.

Policy Objectives: It is the intent of the Board to conduct all business of the District in the District, in public and with proper notice to maximize transparency and public participation.

The Coalition Policy



- A. The Board shall conduct all business at official meetings of the Board. These may be either regular meetings, special meetings, or study sessions, defined as follows:**
- 1) Regular meeting - the usual official legal-action meeting, scheduled and held regularly.**
 - 2) Special meeting - an official legal-action meeting called between scheduled regular meetings to consider only specifically identified topics.**
 - 3) Study Session - an official non-action meeting called between scheduled regular meetings to study identified topics.**
- B. The Board shall hold a regular meeting at least once each month during the regular school year and may hold other meetings as often as called.**
- C. Every meeting of the Board shall be open to the public except for an executive session that is held in accordance with state law.**
- D. Notice of all Governing Board meetings, regular and special, shall be posted in compliance with the requirements prescribed by A.R.S. 38-431.02.**

The Coalition Policy



E. Votes on all motions and resolutions shall be ayes, nays, abstentions or recusals.

- 1) At the discretion of the Board President or on the request of a member, a show-of-hands or roll-call vote shall be made and the vote of members shall be recorded.
- 2) On all votes, an indication of how each member voted, the names of the members who propose each motion and the names of the person, as given, who make statements or present material to the public body and a reference to the legal action about which they made statements or presented material shall be recorded in the minutes.

F. All motions shall be carried by a majority of the members who vote, or as otherwise required by law.



THE ARIZONA COALITION

OF SCHOOL BOARD MEMBERS