

# **BOLINAS-STINSON UNION SCHOOL DISTRICT**

## **BOARD POLICY**

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### **9000 ARTICLE IX - BYLAWS OF THE BOARD**

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## **BOLINAS-STINSON UNION SCHOOL DISTRICT**

### **BOARD BYLAW BOARD MEMBER ELECTRONIC COMMUNICATIONS # 9012**

The Governing Board recognizes that electronic communication among Board members and between Board members, district administration, and members of the public is an efficient and convenient way to communicate and expedite the exchange of information and to help keep the community informed about the goals, programs, and achievements of the district and its schools. Board members shall exercise caution so as to ensure that electronic communications are not used as a means for the Board to deliberate outside of an agenized Board meeting.

A majority of the Board shall not, outside of an authorized meeting, use a series of electronic communications of any kind, directly or through intermediaries, to discuss, deliberate, or take action on any item that is within the subject matter jurisdiction of the Board. (Government Code 54952.2)

Examples of permissible electronic communications concerning district business include, but are not limited to, dissemination of Board meeting agendas and agenda packets, reports of activities from the Superintendent, and reminders regarding meeting times, dates, and places.

Board members shall make every effort to ensure that their electronic communications conform to the same standards and protocols established for other forms of communication. A Board member may respond, as appropriate, to an electronic communication received from a member of the community and should make clear that his/her response does not necessarily reflect the views of the Board as a whole. Any complaint or request for information should be forwarded to the Superintendent in accordance with Board bylaws and protocols so that the issue may receive proper consideration and be handled through the appropriate district process. As appropriate, communication received from the press shall be forwarded to the designated district spokesperson.

In order to minimize the risk of improper disclosure, Board members shall avoid reference to confidential information and information acquired during closed session.

Board members may use electronic communications to discuss matters other than district business with each other, regardless of the number of members participating in the discussion.

Like other writings concerning district business, a Board member's electronic communication may be subject to disclosure under the California Public Records Act.

**BOARD BYLAW  
BOARD MEMBER ELECTRONIC COMMUNICATIONS  
# 9012  
(CONTINUED)**

Legal Reference:

**EDUCATION CODE**

35140 Time and place of meetings

35145 Public meetings

35145.5 Agenda; public participation; regulations

35147 Open meeting law exceptions and applications

**GOVERNMENT CODE**

11135 State programs and activities, discrimination

54950-54963 The Ralph M. Brown Act, especially:

54952.2 Meeting, defined

54953 Meetings to be open and public; attendance

54954.2 Agenda posting requirements, board actions

BSUSD Approved 5/11/10

## **BOLINAS-STINSON UNION SCHOOL DISTRICT**

### **BOARD BYLAW**

**# 9130**

### **BOARD COMMITTEES**

The Governing Board may establish Board committees as necessary. The Board shall determine the duties of the committee at the time of its appointment. Unless specifically authorized by the Board to act on its behalf, Board committees shall act in an advisory capacity. When its duties have been completed, the committee shall be dissolved.

Board committees shall provide public notice of their meetings and conduct these meetings in accordance with state open meeting laws.

Meetings of advisory committees or standing committees for which an agenda is posted at least 72 hours in advance of the meeting pursuant to Government Code 54954.2, shall be considered, for purposes of the Brown Act, as regular meetings of the Board. (Government Code 54954)

Board advisory committees composed solely of less than a quorum of the members of the Board are not subject to open meeting laws unless they are standing committees that have a continuing subject matter jurisdiction or a meeting schedule established by the Board. (Government Code 54952)

Standing committees with a continuing subject matter jurisdiction include but are not limited to those responsible for providing advice on budgets, audits, contracts and personnel matters at the Board's request.

When a majority of the members of the Board attend an open and noticed meeting of a standing committee, the Board members who are not members of the standing committee shall attend only as observers. (Government Code 54952.2)

The Superintendent or designee may serve as an advisor to any committee at the discretion of the Board.

Whenever so charged, committees may actively seek input and participation by parents/guardians, staff, community and students and may consult with local public boards and agencies.

When a Board committee composed exclusively of Board members has provided for public comment on an item at a public meeting before or during the committee's consideration of the item, the Board is not obliged to provide for public comment on the item at a subsequent Board meeting. Public comment shall be afforded, however, if the Board determines that the item has been substantially changed since it was heard by the committee. (Government Code 54954.3)

**BOARD BYLAW**

**# 9130**

**BOARD COMMITTEES (CONTINUED)**

Legal Reference:

EDUCATION CODE

35010 Control of district; prescription and enforcement of rules

35024 Executive committee

35160 Authority of governing boards

35160.1 Broad authority of school districts

GOVERNMENT CODE

54952 Legislative body, definition

54952.2 Definition of meeting

54954 Time and place of regular meetings; special meetings; emergencies

54954.3 Opportunity for public to address legislative body

Reviewed: 5/11/2010

Approved: 5/11/2010

**BOLINAS-STINSON UNION SCHOOL DISTRICT**

**BOARD POLICY - ARTICLE IX - BYLAWS OF THE BOARD**

**#9240**

**OFFICERS OF THE BOARD**

Officers of the Board shall consist of a President and Clerk.

Reviewed 12/17/01

Reviewed 2/5/2004

Revised 3/11/2004

Reviewed 11/9/2005

**BOLINAS-STINSON UNION SCHOOL DISTRICT**

**BOARD POLICY - ARTICLE IX - BYLAWS OF THE BOARD**

**#9280**

**STATUS OF TRUSTEES**

1. An individual member of the Board has status as a Trustee only when participating in a properly called meeting at which a quorum is present.
2. The Trustee confronted individually with an issue of importance in relation to the school should withhold commitment until the matter has been presented to the whole Board at an official session. It is often wise for a Trustee to postpone the formulation of his own opinion until he has had the benefit of hearing the issue discussed by the Board in a situation in which all aspects of the problem can be aired. A Trustee should not obligate himself by promising how he will vote, not attempt to obligate the Trustees by predicting how they will vote.

Reviewed 12/17/01

Reviewed 2/5/2004

Reviewed 11/9/2005

## **BOLINAS-STINSON UNION SCHOOL DISTRICT**

### **BOARD POLICY - ARTICLE IX - BYLAWS OF THE BOARD**

**#9310**

#### **THE GOVERNING BOARD - GENERAL DECLARATIONS**

1. The Governing Board recognizes the Constitution of the State of California and Education Code as well as the rules and regulations of the California State Board of Education as the sources of its authority to establish and conduct a program of education within the Bolinas-Stinson Union School District.
2. In conformity with its interpretation of its powers and duties under the law, the Governing Board assumes full responsibility for the general control and direction of the affairs of the District.
3. While it does not delegate its responsibilities for the general control and direction of the affairs of the district, the Board recognizes its need for counsel from a variety of sources. The Board therefore invites citizens, and members of the staff, as individuals and as groups, to attend meetings and address the Board on matters of importance.

Revised 2/12/02

Reviewed 2/5/2004

Reviewed 11/9/2005



## **BOLINAS-STINSON UNION SCHOOL DISTRICT**

### **BOARD POLICY - ARTICLE IX - BYLAWS OF THE BOARD**

#### **#9310.1**

#### **LEGISLATIVE FUNCTIONS**

1. The Governing Board will exercise general control over the District by the establishing of policies and through the enactment of such special and continuous rules and regulations as may be necessary for the conduct of the affairs of the District.
2. The Governing Board shall appoint a Superintendent and fix his/her compensation and term of office. The Superintendent shall be the Chief Executive Officer of the Governing Board. The Governing Board hereby delegates to the Superintendent all administrative authority except that having to do with his own appointment or dismissal and this delegation of authority shall carry with it the full responsibility for proper use of such authority.
3. The Board may take positions on legal, fiscal and legislative matters which strengthen the position of public education in American society; to this end individual board members shall keep themselves informed on legal, fiscal and legislative matters both local and statewide.

2-20-79

Reviewed 12/17/01

Reviewed 2/5/2004

Reviewed 11/9/2005

Reviewed 3/19/2010

Changes approved 5/11/10

## **BOLINAS-STINSON UNION SCHOOL DISTRICT**

### **BOARD POLICY - ARTICLE IX - BYLAWS OF THE BOARD**

#### **#9310.2**

#### **MINUTES**

1. An accurate set of minutes shall be kept of each meeting. These minutes shall contain the following information:
  - A. Members present
  - B. Members absent
  - C. Official actions taken
  - D. In the case of a split vote a list of ayes and nays.
  - E. A summary of reports received and discussions held.
2. These minutes shall be transcribed and duplicated within one week after the meeting.
3. Copies shall be distributed as follows:
  - A. One copy shall be placed in the official minutes book.
  - B. One copy shall be mailed to each trustee.
  - C. Copies shall be available in the Bolinas School for examination by the public.
  - D. Copies shall be available at the next regular meeting for the convenience of the Board and examination by the public.
4. The minutes of a meeting become the official minutes of the meeting only after they have been approved, with any necessary changes, by the Board at the next regular meeting.

Reviewed 12/17/01

Reviewed 2/5/2004

Reviewed 11/9/2005

**BOLINAS-STINSON UNION SCHOOL DISTRICT**

**BOARD POLICY – ARTICLE IX – BYLAWS OF THE BOARD**

**#9310.3**

**ACTIONS OF EMPLOYEES**

The Board reserves the right to approve, reject or modify any action by any of its employees performed as an employee.

Reviewed 12/17/01

Reviewed 2/5/2004

Reviewed 11/9/2005

## **BOLINAS-STINSON UNION SCHOOL DISTRICT**

### **BOARD POLICY – ARTICLE IX – BYLAWS OF THE BOARD**

#### **#9310.4**

#### **VACANCIES ON THE BOARD**

When a vacancy or a deferred resignation has been filed with the county superintendent, the Governing Board shall within sixty (60) days, either order an election or make a provisional appointment to fill the vacancy.

1. When the Governing Board fails to make a provisional appointment or order an election the county superintendent shall call an election.
1. When a provisional appointment is made, five percent (5%) of the registered voters may, within thirty (30) days of the appointment, petition for a special election to fill the vacancy.
2. When a provisional appointment is made, it confers all powers and duties for a period of thirty (30) days. If a petition for election is not filed within thirty (30) days, then the appointee shall have all the powers and perform all the duties of a governing board member until the next regularly scheduled election for governing board members.
4. When a provisional appointment is desired a notice of the vacancy shall be published in newspapers of general circulation in the District. The notice shall:
  - A. declare the vacancy
  - B. declare the Board's interest in receiving letters of application from persons interested in filling the vacancy
  - C. state the place and time at which letters from applicants will be read by the Board.
3. At the place and time stated in the notice the Board shall receive and read the letters of application, and determine the time and place for interview of candidates.
6. The form of the interview will be determined by the board.
7. The Board will, following the interviews,
  - A. appoint a candidate to fill the vacancy or,
  - B. reject all of the candidates.

Revised 1-16-79

Revised 11/1/94

Reviewed 12/17/01

Reviewed 2/5/2004

Reviewed 11/9/2005

Revised 1/10/2006

**BOLINAS-STINSON UNION SCHOOL DISTRICT**

**BOARD POLICY – ARTICLE IX – BYLAWS OF THE BOARD**

**#9311**

**PETITIONS (NOT RELATED TO ELECTION)**

Petitions received by the Governing Board and dealing with matters other than those specified in Education Code Section 35190 will be regarded by the Board as being advisory only.

Reviewed 12/17/01

Reviewed 2/5/2004

Revised 3/11/2004

Reviewed 11/9/2005

**BOLINAS-STINSON UNION SCHOOL DISTRICT  
BOARD BYLAW  
MEETINGS AND NOTICES**

**# 9320**

Meetings of the Governing Board are conducted for the purpose of accomplishing district business. In accordance with state open meeting laws (Brown Act), the Board shall hold its meetings in public and shall conduct closed sessions during such meetings only as authorized by law. To encourage community involvement in the schools, Board meetings shall provide opportunities for questions and comments by members of the public. All meetings shall be conducted in accordance with law and the Board's bylaws, policies, and administrative regulations.

A Board meeting exists whenever a majority of Board members gather at the same time and place to hear, discuss, or deliberate upon any item within the subject matter jurisdiction of the Board or district. (Government Code 54952.2)

A majority of the Board shall not, outside of an authorized meeting, use a series of communications of any kind, directly or through intermediaries, to discuss, deliberate, or take action on any item that is within the subject matter jurisdiction of the Board. However, an employee or district official may engage in separate conversations with Board members in order to answer questions or provide information regarding an item within the subject matter jurisdiction of the Board, as long as that employee or district official does not communicate the comments or position of any Board members to other Board members. (Government Code 54952.2)

In order to help ensure participation in the meeting by disabled individuals, the Superintendent or designee shall provide appropriate disability-related accommodations or modifications upon request in accordance with the Americans with Disabilities Act. (Government Code 54953.2, 54954.1)

Meeting notices and agendas shall specify that any individual who requires disability-related accommodations or modifications, including auxiliary aids and services, in order to participate in the Board meeting should contact the Superintendent or designee. (Government Code 54954.2)

Each agenda shall also list the address (es) designated by the Superintendent or designee for public inspection of agenda documents that are distributed to the Board less than 72 hours before the meeting. (Government Code 54957.5)

Regular Meetings

The Board shall hold one regular meeting each month.

## **BOARD BYLAW MEETINGS AND NOTICES**

### **# 9320 (CONTINUED)**

At least 72 hours prior to a regular meeting, the agenda shall be posted at one or more locations freely accessible to members of the public. (Government Code 54954.2)

#### Special Meetings

Special meetings of the Board may be called at any time by the presiding officer or a majority of the Board members. (Government Code 54956)

Written notice of special meetings shall be delivered personally or by any other means to all Board members and the local media who have requested such notice in writing. The notice shall be received at least 24 hours before the time of the meeting. The notice shall also be posted at least 24 hours before the meeting in a location freely accessible to the public. The notice shall specify the time and place of the meeting and the business to be transacted or discussed. No other business shall be considered at this meeting. (Education Code 35144; Government Code 54956)

Any Board member may waive the 24-hour written notice requirement prior to the time of the meeting by filing a written waiver of notice with the clerk or secretary of the Board or by being present at the meeting at the time it convenes. (Government Code 54956)

Every notice of a special meeting shall provide an opportunity for members of the public to directly address the Board concerning any item that has been described in the meeting notice, before or during the item's consideration. (Government Code 54954.3)

#### Emergency Meetings

In the case of an emergency situation for which prompt action is necessary due to the disruption or threatened disruption of public facilities, the Board may hold an emergency meeting without complying with the 24-hour notice and/or 24-hour posting requirement for special meetings pursuant to Government Code 54956. The Board shall comply with all other requirements for special meetings during an emergency meeting. (Government Code 54956.5)

An emergency situation means either of the following: (Government Code 54956.5)

1. An emergency, which shall be defined as a work stoppage, crippling activity, or other activity that severely impairs public health and/or safety as determined by a majority of the members of the Board
2. A dire emergency, which shall be defined as a crippling disaster, mass destruction, terrorist activity, or threatened terrorist act that poses peril so immediate and significant that requiring

## **BOARD BYLAW MEETINGS AND NOTICES**

### **# 9320 (CONTINUED)**

the Board to provide one-hour notice before holding an emergency meeting may endanger the public health and/or safety as determined by a majority of the members of the Board. Except in the case of a dire emergency, the Board president or designee shall give notice of the emergency meeting by telephone at least one hour before the meeting to the local media that have requested notice of special meetings. All telephone numbers provided by the media in the most recent request for notification must be exhausted. If telephone services are not functioning,

The notice requirement of one hour is waived and, as soon after the meeting as possible, the Board shall notify those media representatives of the meeting and shall describe the purpose of the meeting and any action taken by the Board. In the case of a dire emergency, the Board president or designee shall give such notice at or near the time he/she notifies the other members of the Board about the meeting. (Government Code 54956.5)

The minutes of the meeting, a list of persons the Board president or designee notified or attempted to notify, a copy of the roll call vote, and any actions taken at the meeting shall be posted for at least 10 days in a public place as soon after the meeting as possible. (Government Code 54956.5)

#### Adjourned/Continued Meetings

A majority vote by the Board may adjourn/continue any regular or special meeting to a later time and place that shall be specified in the order of adjournment. Less than a quorum of the Board may adjourn such a meeting. If no Board members are present, the secretary or the clerk may declare the meeting adjourned to a later time and shall give notice in the same manner required for special meetings. (Government Code 54955)

Within 24 hours after the time of adjournment, a copy of the order or notice of adjournment/continuance shall be conspicuously posted on or near the door of the place where the meeting was held. (Government Code 54955)

#### Study Sessions, Retreats, Public Forums, and Discussion Meetings

The Board may occasionally convene a study session or public forum to study an issue in more detail or to receive information from staff or feedback from members of the public.

The Board may also convene a retreat or discussion meeting to discuss Board roles and relationships.



## **BOARD BYLAW MEETINGS AND NOTICES**

### **# 9320 (CONTINUED)**

Public notice shall be given in accordance with law when a quorum of the Board is attending a study session, retreat, public forum, or discussion meeting. All such meetings shall comply with the Brown Act and shall be held in open session and within district boundaries. Action items shall not be included on the agenda for these meetings.

#### Other Gatherings

Attendance by a majority of Board members at any of the following events is not subject to the Brown Act provided that a majority of the Board members do not discuss specific district business among themselves other than as part of the scheduled program: (Government Code 54952.2)

1. A conference or similar public gathering open to the public that involves a discussion of issues of general interest to the public or to school board members
2. An open, publicized meeting organized by a person or organization other than the district to address a topic of local community concern
3. An open and noticed meeting of another body of the district
4. An open and noticed meeting of a legislative body of another local agency
5. A purely social or ceremonial occasion
6. An open and noticed meeting of a standing committee of the Board, provided that the Board members who are not members of the standing committee attend only as observers

Individual contacts or conversations between a Board member and any other person are not subject to the Brown Act. (Government Code 54952.2)

#### Location of Meetings

Meetings shall not be held in a facility that prohibits the admittance of any person on the basis of ancestry or any characteristic listed in Government Code 11135, including, but not limited to, religion, sex, or sexual orientation. In addition, meetings shall not be held in a facility which is inaccessible to disabled persons or where members of the public must make a payment or purchase in order to be admitted. (Government Code 54961)

Meetings shall be held within district boundaries, except to do any of the following:  
(Government Code 54954)

## **BOARD BYLAW MEETINGS AND NOTICES**

### **# 9320 (CONTINUED)**

1. Comply with state or federal law or court order or attend a judicial or administrative proceeding to which the district is a party
2. Inspect real or personal property which cannot conveniently be brought into the district, provided that the topic of the meeting is limited to items directly related to the property
3. Participate in meetings or discussions of multiagency significance, provided these meetings are held within one of the other agencies' boundaries, with all participating agencies giving the notice required by law
4. Meet in the closest meeting facility if the district has no meeting facility within its boundaries or if it's principal office is located outside the district
5. Meet with elected or appointed state or federal officials when a local meeting would be impractical, solely to discuss legislative or regulatory issues affecting the district over which the state or federal officials have jurisdiction
6. Meet in or near a facility owned by the district but located outside the district, provided the meeting agenda is limited to items directly related to that facility
7. Visit the office of the district's legal counsel for a closed session on pending litigation, when doing so would reduce legal fees or costs
8. Attend conferences on nonadversarial collective bargaining techniques
9. Interview residents of another district regarding the Board's potential employment of an applicant for Superintendent of the district
10. Interview a potential employee from another district

Meetings exempted from the boundary requirements, as specified in items #1-10 above, shall still be subject to the notice and open meeting requirements for regular and special meetings when a quorum of the Board attends the meeting.

If a fire, flood, earthquake, or other emergency renders the regular meeting place unsafe, meetings shall be held for the duration of the emergency at a place designated by the Board president or designee, who shall so inform all news media who have requested notice of special meetings by the most rapid available means of communication. (Government Code 54954)

## **BOARD BYLAW MEETINGS AND NOTICES**

### **# 9320 (CONTINUED)**

#### Teleconferencing

A teleconference is a meeting of the Board in which Board members are in different locations, connected by electronic means through audio and/or video. (Government Code 54953)

The Board may use teleconferences for all purposes in connection with any meeting within the Board's subject matter jurisdiction. All votes taken during a teleconference meeting shall be by roll call. (Government Code 54953)

During the teleconference, at least a quorum of the members of the Board shall participate from locations within district boundaries. (Government Code 54953)

Agendas shall be posted at all teleconference locations and shall list all teleconference locations whenever they are posted elsewhere. Additional teleconference locations may be provided to the public. (Government Code 54953)

All teleconference locations shall be accessible to the public. All teleconferenced meetings shall be conducted in a manner that protects the statutory and constitutional rights of the parties or the public appearing before the Board, including the right of the public to address the Board directly at each teleconference location. (Government Code 54953)

All Board policies, administrative regulations, and bylaws shall apply equally to meetings that are teleconferenced. The Superintendent or designee shall facilitate public participation in the meeting at each teleconference location.

#### Legal Reference:

##### EDUCATION CODE

- 35140 Time and place of meetings
- 35143 Annual organizational meeting, date, and notice
- 35144 Special meeting
- 35145 Public meetings
- 35145.5 Agenda; public participation; regulations
- 35146 Closed sessions
- 35147 Open meeting law exceptions and applications

##### GOVERNMENT CODE

- 11135 State programs and activities, discrimination
- 54950-54963 The Ralph M. Brown Act, especially:
  - 54953 Meetings to be open and public; attendance
  - 54954 Time and place of regular meetings
    - 54954.2 Agenda posting requirements, board actions
  - 54956 Special meetings; call; notice
    - 54956.5 Emergency meetings

BSUSD approved 5/11/10

**BOLINAS-STINSON UNION SCHOOL DISTRICT**

**BOARD POLICY – ARTICLE IX – BYLAWS OF THE BOARD**

**#9330**

**BENEFITS AND COMPENSATIONS FOR BOARD MEMBERS**

Board members may be compensated for out-of-pocket expenses incurred as a result of Board business.

Revised 1-6-76

Revised 1-?-79

Reviewed 12/17/01

Reviewed 2/5/2004

Reviewed 11/9/2005

Revised 1/10/2006

## **BOLINAS-STINSON UNION SCHOOL DISTRICT**

### **BOARD POLICY – ARTICLE IX – BYLAWS OF THE BOARD**

**#9331**

#### **POLICY REGARDING A TIE VOTE OCCURRING IN A GOVERNING BOARD MEMBER ELECTION IN THE BOLINAS-STINSON UNION SCHOOL DISTRICT**

##### 1. General

Section 5016 of Education Code provides that a procedure shall be established prior to the conduct of a School Board Member Election to be employed in case of a tie vote.

##### 2. Policies

A. The Governing Board of the District shall in the case of a tie vote in a Governing Board Member Election which make is impossible to determine which of two or more candidates have been elected to said Governing Board determine the winner by lot.

B. The Governing Board shall notify the candidates who have received the tie votes to appear before it, either personally or by a representative at a time and place designated by the Governing Board.

C. The Governing Board shall, at that time and place, determine the winner or winners by lot.

4. The aforementioned procedure shall apply to the election of Governing Board Members for said District at the November 3, 1981 General District Election and all subsequent elections of such officers until said regulations are revoked or amended.

Adopted 6-16-81

Reviewed 12/17/01

Reviewed 2/5/2004

Reviewed 11/9/2005

## **BOLINAS-STINSON UNION SCHOOL DISTRICT**

### **BOARD POLICY – ARTICLE IX – BYLAWS OF THE BOARD**

**#9332**

#### **POLICY PERTAINING TO CANDIDATES STATEMENTS AND CANDIDATE'S SEPARATELY PREPARED MATERIALS**

##### General

The Board, pursuant to California Elections Code Section 10012, does hereby establish the following rules, regulations and policies which shall apply to the election the Directors/Governing Board members of the District's General Election on November 3, 1981, and all subsequent elections of such officers until said regulations are revoked or amended.

##### Policies and Regulations

1. The word limitation of Candidate's Statements shall not exceed 200 words.
2. The actual pro-rated cost of printing, handling and translating Candidate's Statements shall be levied against each candidate availing himself of such service.
3. The candidate shall be required to pay in advance, at the time of filing, his or her prorata share of the estimated total cost of printing, handling, translating and mailing the Candidate's Statement as a condition of having the statement included in the sample ballot.
4. No additional material shall be prepared to be sent on behalf of the candidate with the Marin County Sample Ballot/Voters Pamphlet.
5. The County Clerk is authorized and requested to inform each candidate and prospective candidate of the foregoing.

Adopted 6-16-81

Reviewed 12/17/01

Reviewed 2/5/2004

Reviewed 11/9/2005

**BOLINAS-STINSON UNION SCHOOL DISTRICT**

**BOARD POLICY – ARTICLE IX – BYLAWS OF THE BOARD**

**#9341.1**

**SCHOOL BOARD MEETINGS**

Regular meeting of the Board shall be held on the second Tuesday of each month. The meetings shall be held at the Bolinas School unless otherwise posted.

All official meetings of the Board shall be open to the public. Official actions of the Board shall be taken only in open meetings.

The Board may meet in closed session only for those purposes permitted by law.

Reviewed 12/17/01

Reviewed 2/5/2004

Reviewed 11/9/2005

## **BOLINAS-STINSON UNION SCHOOL DISTRICT**

### **BOARD POLICY – ARTICLE IX – BYLAWS OF THE BOARD**

#### **#9341.2**

#### **AGENDA**

1. The agenda for each meeting shall be prepared by the Superintendent after consultation with the Board President. A copy will be mailed or delivered to each trustee, to the Point Reyes Light, and to the Bolinas Hearsay News. Copies will be publicly posted in the following locations: Stinson Beach Campus, Community Bulletin Board on the Bolinas Campus, Stinson Beach Post Office, Bolinas Post Office, and whenever possible to be included in the weekly School News and posted on the school website.
2. Any trustee may request that an item be placed on the agenda under study and information.
3. Any citizen may request an item to be placed on the agenda that is within the jurisdiction of the Board.
4. Advance Written Notice for Agenda Item Request: Any person wishing to place an item on the Board's agenda should submit his/her request to the Superintendent, in writing, seven (7) school days prior to the Board meeting, so that the topic to be discussed may be placed on the Board's agenda either for discussion or action. He will then be heard at such time as the item is scheduled.
5. No Advance Written Request: If no advance request has been made, the person or group wishing to address the Board shall have an opportunity to do so in the Hearing Session of the Agenda.
6. The agenda for all regular meetings shall be posted at least seventy-two (72) hours prior to the meeting.

Revised 2-6-79

Revised 11/1/94

Reviewed 12/17/01

Reviewed 2/5/2004

Revised 3/11/2004

Reviewed 11/9/2005

Revised 1/10/2006



**BOLINAS-STINSON UNION SCHOOL DISTRICT**

**BOARD POLICY – ARTICLE IX – BYLAWS OF THE BOARD**

**#9341.3**

**MEETING PROCEDURES**

1. A quorum for conducting of Board business shall be three members.
2. A motion must be made and seconded before discussion begins. (Adopted 9-5-78)
3. The rules set forth in The Brown Act shall govern the conduct of each meeting.
4. Teleconference meetings may occur as long as each location is identified in the notice and agenda of the meeting and must be accessible to the public. In addition, a quorum of the Board must participate from within the boundaries of the District.

Reviewed 12/17/01

Reviewed 2/5/2004

Revised 3/11/2004

Reviewed 11/9/2005

Reviewed 3/19/2010

Changes approved 5/11/10

**BOLINAS-STINSON UNION SCHOOL DISTRICT**

**BOARD POLICY – ARTICLE IX – BYLAWS OF THE BOARD**

**#9342**

**SPECIAL AND EMERGENCY MEETINGS**

1. Special meeting shall be called when ordered by the Board, and any member or the Superintendent may request the Clerk to call a meeting.
2. Only such business as is indicated in the notice of meeting may be transacted at a special meeting.
3. Notice of a special meeting shall be posted not less than twenty-four (24) hours prior to the meetings.

**Emergency Meetings**

1. The Board may call an Emergency Meeting when there is an emergency requiring prompt attention due to a disruption or a threatened disruption of public facilities without having to comply with the 24 hour notice requirement.
2. An Emergency situation is a) Work stoppage or other activity which severely impairs public health, safety or both or b) a crippling disaster which severely impairs public health, safety or both as determined by a majority of the Board.

Reviewed 12/17/01

Reviewed 2/5/2004

Reviewed 11/9/2005

Reviewed 3/19/2010

Changes approved 5/11/10

**BOLINAS-STINSON UNION SCHOOL DISTRICT**

**BOARD POLICY – ARTICLE IX – BYLAWS OF THE BOARD**

**#9343**

**CONFLICT OF INTEREST**

Governing Board members shall adhere to the District Conflict of Interest Code, which shall comprise the applicable terms of the California Code of Regulations and any amendments to it duly adopted by the Fair Political Practices Commission, together with attachments specifying designated positions and disclosure categories.

Approved November 10, 1998

Reviewed 12/17/01

Reviewed 2/5/2004

Reviewed 11/9/2005