

BOARD OF THE INDIANAPOLIS PUBLIC EDUCATION CORPORATION
Rules of Procedure for Board Meetings

1. GENERAL STATEMENT

The Board of the Indianapolis Public Education Corporation shall conduct all meetings consistent with relevant law, the requirements of Indiana's Open Door Law, these Rules of Procedure and in a manner that promotes transparency and public trust. The Board may, upon unanimous approval of members present at a meeting, suspend these Rules of Procedure for the duration of that respective meeting only.

2. PARLIAMENTARY PROCEDURE

In order to conduct meetings in an orderly and efficient manner, the Board shall conduct meetings in accordance with the most recent version of Robert's Rules of Order, except where Indiana law, existing Board policy, or written resolution may dictate otherwise. The provisions of this policy shall be liberally interpreted to give the Board and the Chairperson of the Board maximum flexibility to conduct meetings as effectively and efficiently as possible.

3. QUORUM

A quorum shall consist of five (5) members of the Board present at a meeting, and no business shall be conducted in the absence of a quorum.

4. MEETINGS

The Board shall hold meetings throughout the calendar year. The Board will announce meetings and distribute the schedule to Board members, media, and staff, and publicly post the schedule on the IPEC website.

Special meetings and executive sessions may be called as determined by the Chairperson and duly noticed as required by law.

Meetings shall be held at least once every three (3) months.

5. ELECTRONIC PARTICIPATION IN MEETINGS

Members of the Board may participate in Board meetings although they are not physically present by participating through allowable electronic means. The electronic means shall (1) allow participating members to simultaneously communicate with each other, and 2) allow the public to simultaneously attend and observe the meeting (not including executive sessions).

Any Board member who participates by allowable electronic means shall be considered present for purposes of establishing a quorum and may participate in any final action through a vote so long as that member can be both seen and heard. If a Board member wishes to participate by electronic means that does not meet the definition of allowable electronic means, the Board member may do so but may not participate in any final action through a vote and will not be considered part of the quorum. All votes taken during a meeting with electronic participants must be taken by a roll call vote, and at least fifty percent (50%) of the Board members must be physically present at the meeting.

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A member of the Board may not attend more than fifty percent (50%) of the Board's public meetings in a calendar year by electronic means unless electronic participation is due to (1) military service; (2) illness or other medical condition; (3) death of a relative; or (4) an emergency involving actual or threatened injury to persons or property. A member may attend two (2) consecutive public meetings by electronic communication, but the member must attend in person at least one meeting unless that remote attendance is otherwise permitted by law.

If a member of the Board plans to attend a meeting by electronic means of communication, he or she must notify the presiding officer or Secretary as soon as practicable before the meeting so that arrangements may be made of the Board member's participation by electronic communication.

A member of the Board may not participate by electronic communication if the Board is attempting to take final action to do one of the following at the meeting: (1) adopt a budget; (2) make a reduction in personnel; (3) initiate a referendum; (4) establish or increase a fee; (5) establish or increase a penalty; (6) use the governing body's eminent domain authority; or (7) establish, raise, or renew a tax.

If a disaster emergency is in effect for all or part of the area within the Board's jurisdiction, the members of the Board are not required to be physically present at a meeting:

(1) if meeting in person would present an imminent risk to the health or safety of the members of the public and the Board who attend the meeting because of the particular danger, threat, or emergency conditions that are the basis for the declaration of the disaster emergency.

6. BOARD OFFICERS

Board leadership shall include the positions of: Board Chairperson, Vice President, and Secretary. The Chairperson shall entertain nominations and administer the Board vote. A board member receiving a nomination and a majority of votes for the respective Vice President and Secretary positions will take office upon conclusion of any vote.

7. PUBLIC COMMENT

The Board may open meetings to public comment as approved by the Chairperson or as otherwise required by law.

Individuals interested in offering comments to the Board in meetings where public comment is permitted must register online not later than noon (12:00pm) on the day prior to the scheduled meeting. Required registration information shall include the name, contact information, and the topic to be discussed.

All speakers must be physically present at the meeting to provide their public comment. No proxy speakers or stand-ins will be allowed.

Public comments are subject to the following rules:

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- a. Each person will be limited to three (3) minutes to offer comments. Statements will be timed and time limits enforced. If there are a significant number of registered speakers, the individual speaking time may be reduced to ensure that all speakers have an opportunity to be heard. Any reduction in time allotted will be communicated to registered speakers prior to the meeting by the presiding officer. If a speaker's comment will exceed the new time limit, they may submit the full version of their comment in written form to the Board.
- b. For specific items on the agenda, speakers may be directed to address the Board at the time that agenda item is scheduled for discussion. The presiding officer will note whether speakers are addressing a specific agenda item during its designated time, and will redirect speakers who are not speaking to the relevant agenda item.
- c. The presiding officer may further limit the total amount of time devoted to public comment based on the number of persons wishing to speak and the length of the Board's agenda.
- d. Comments should be directed to the Board collectively, and not to an individual member. Neither the Board or an individual member will respond to questions or statements presented.
- e. Statements should not be abusive or disruptive, and should not address a topic that might be of a confidential nature or that would compromise the impartiality of the Board. The presiding officer shall take action as necessary to enforce these rules and maintain order at the meeting. The presiding officer may abruptly end the comments of anyone that is abusive, fails to restrict their comments to the topic at hand, addresses a topic that is confidential in nature or that might compromise the impartiality of the Board, or that is deemed to be disruptive to the orderly process of the meeting.
- f. The Board will accept written statements and distribute copies to Board members as appropriate.

The provisions of this policy shall be liberally interpreted to give the presiding officer sufficient flexibility and discretion to conduct meetings of the Board as efficiently and effectively as possible.

8. ADJOURNMENT

The Board may at any time, recess or adjourn at a time, date, and place announced prior to the adjournment. The adjourned meeting shall take up business at the point in the agenda where the motion to adjourn was acted upon. However, a meeting may not be recessed or adjourned for the purpose of conducting an executive session.

9. RECORDS

The minutes and records of all Board meetings shall be recorded and preserved as prescribed by statute. The Secretary shall be authorized to keep minutes for each meeting showing the date, time, place, decisions made and matters discussed at an open meeting, and the purpose or purposes for which an executive session is called. The meeting minutes shall include the members that were

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present or absent, provide a record of all votes taken, describe the general substance of all matters discussed, and should be presented for approval at the following month's action session.