



Bath County High School

School Based Decision Making Policy

Policy Topic Description:

Conduct of SBDM Meetings

Council Policy Type (Check One):

By-Laws (Council Operations Policies)

Function (School Operational Policies)

Policy Number:

1.06

Policy Statement:

All meetings of the council are open to the public and subject to the Open Meetings Law except as provided in KRS 61.810. All meetings of the council shall be held at specific times and places that are convenient to working parents and shall not be held during the scheduled instructional day. At least twenty-four (24) hours advanced notice shall be given to parents and teachers. At least one local media shall be used to advertise both regular and special called meetings of the council.

The council may also hold special called meetings as frequently as necessary. A special meeting may be called at any time by the chairperson of the council. Upon the request of four (4) council members, the chairperson shall call a special meeting within the time frame designated by the requesting members. A special called meeting may be open or closed as permitted and outlined by the Open Meetings Law. The council may accordingly conduct any activities in a special called meeting that are permitted in an open or closed meeting. The council may only consider and discuss the subjects set forth on the agenda for that meeting. Additional subjects or addendums cannot be added to agenda of the special meeting, even if the council is in consensus. A minimum of twenty-four (24) hours advanced notice shall be given prior to any special called meeting. The agenda for a special called meeting must be set at least twenty-four hours prior to the special meeting. At least one local media shall be used to advertise the date, time, location, and purpose of all special called meetings of the council.

The council may go into closed (executive) session at any time permitted that it may lawfully do so. The council may go into closed session for the following reasons: (1) to discuss proposed or pending litigation against or on behalf of the council; (2) to discuss the appointment of an individual employee; and (3) to conduct meetings which federal or state law specifically require to be conducted in privacy. The council shall not use closed sessions to discuss general matters in secret.

Policy Statement (Continued):

The following requirements shall be met as a condition for conducting a closed session: (1) notice shall be given in the regular open meeting of the general nature of the business to be discussed in closed session as well as the reason for the closed session; (2) closed sessions may only be held after a motion is made, seconded, and a majority vote is attained; (3) no final actions may be taken during a closed session; and (4) no matters may be discussed at a closed session other than those publicly announced prior to convening the closed session.

Persons who are not on the agenda who wish to address the council must have council permission to do so. Any person wishing to address the council must first describe the topic or issue to be addressed and then await council acknowledgement and permission. A form may be provided at the door of meetings for declaring the topic or issue to be addressed, the name of the person wishing to address the council, and the person(s) or group(s) being represented.

Persons who are not residents of Bath County shall obtain prior permission from the principal to address the council and their topic of concern must be on the agenda. Students at Bath County High School must have permission from the principal to address the council or must be invited by the council. This shall not in any way prevent parents or guardians from addressing the council on behalf of the student(s). However, the parent(s) or guardian(s) must follow the procedures outlined in this by-law.

The council may invite persons present in the audience to speak on issues under consideration or formation. The council will use a "stand up" approach – that is, anyone being addressed by the council or addressing the council will stand up while doing so. Initial presentations before the council will be limited to five (5) minutes unless prior arrangements have been made for more time. The length of discussion following any presentation shall be at the discretion of the chairperson of the council. The chairperson shall bring presentations to a halt after the time limit has been surpassed.

Date Adopted: 5/13/14

Signature: _____

Paul W. Prater

Council Chairperson

Date Revised: 7/13/2010