

## MEETINGS

The Livingston Parish School Board has the authority to hold as many Board meetings per month as the Board deems necessary. The Board shall conduct at least one (1) regularly scheduled meeting per month, with the time, date, and place to be published at the beginning of the calendar year. All regular meetings of the School Board shall be held on the first and third Thursdays of each month at 7:00 p.m. in the Board room of the School Board office. From time to time, as circumstances may dictate, the time, the date, and the place for regular meetings may be changed by the Board.

Special meetings may be held as the Board determines or as occasion may require.

At any regular or special meeting of the Board, no business may be transacted which does not come within the purpose or purposes set forth in the agenda for the meeting, except upon *unanimous approval of the members of the Board present* at that meeting. The motion to add an item not on the agenda shall identify the item with reasonable specificity, including the purpose for the proposed addition to the agenda, and shall be entered into the minutes. In keeping with state law and Board policy, prior to any vote to add an item to the agenda, there shall be an opportunity for public comment on the motion.

The public and news media shall be informed of the dates of all regular and special meetings. All meetings shall be open to the public except meetings that meet the criteria described in Louisiana law for being closed meetings.

Official actions or decisions shall be made only in official meetings of the Board. No member of the Board or any committee of the Board shall have the power to act in the name of the Board outside of official Board meetings unless so designated by a majority of the Board duly convened.

## QUORUM

A quorum for the transaction of official business shall consist of a majority (5) of the members of the Board. When a quorum of the Board has convened and neither the President nor the Vice-President is present, the members shall elect one of their number to serve as President for that meeting.

A simple majority of Board members present and voting may adopt any motion or any policy and/or regulation; otherwise a majority of the full membership or larger is needed when specifically required by law or Board policy.

Revised: April, 2001

Revised: November, 2008

Ref: La. Rev. Stat. Ann. §§17:81, 42:4.1, 42:42, 42:5, 42:5.2, 42:6, 42:6.1, 42:7, 42:7.1, 42:9, 42:10; Board minutes, 1-4-01, 11-20-08.