

## SCHOOL BOARD MEETINGS

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

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

At any regular or special meeting of the School 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 School 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 School 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 School Board. No member of the School Board or any committee of the School Board shall have the power to act in the name of the School Board outside of official School Board meetings unless so designated by a majority of the School Board duly convened.

*A simple majority of School 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 School Board policy.

### QUORUM

A quorum for the transaction of official business shall consist of a majority (5) of the members of the School Board. When a quorum of the School 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.

Official meetings of the School Board may only be held when a quorum is present.

Revised: April, 2001  
Revised: November, 2008

Revised: January, 2020

Ref: La. Rev. Stat. Ann. §§17:81, 42:12, 42:13, 42:14, 42:15, 42:16, 42:17, 42:19, 42:20, 42:24, 42:25; Board minutes, 1-4-01, 11-20-08.