

# **RULES OF THE MILWAUKEE BOARD OF SCHOOL DIRECTORS**

## **BOARD RULE 1.06 QUORUM AND MEETING PRESENCE**

### **(1) PURPOSE**

- (a) It is the policy of the Board that the district be transparent and accountable to the public.
- (b) Every meeting of the Board or of any of its committees shall be held in a public place that is reasonably accessible to members of the public at all times, unless otherwise expressly provided by law.

### **(2) NOTICE**

- (a) All meetings of the Board or any of its committees shall be properly noticed.
- (b) Whenever there is a reasonable probability that a quorum of the Board or any of its committees may meet, public notice shall be given.

### **(3) DEFINITION OF QUORUM**

- (a) A quorum of the Board exists when a majority of the membership of the Board or of any of its committees is present in the same location, or in the case of a virtual meeting (see below), when such a majority is present via videoconferencing, teleconferencing, or other technological means.
- (b) A meeting of less than the majority of the members of the Board may constitute a “negative quorum” if those participating constitute a sufficient number to block action by the Board.

### **(4) PRESENCE IN A QUORUM**

- (a) A member is present in a quorum when he or she is physically in attendance.
- (b) A member may be present in a quorum if, as provided under these rules, he or she attends or participates remotely by the use of any form of technology that allows for interactive communication.
- (c) Board members shall refrain from knowingly forming a quorum unless proper notice has been given.

### **(5) DEFINITION OF MEETING**

- (a) A meeting of the Board or its committees shall occur whenever
  1. the number of members present constitutes a quorum, and
  2. the members present exercise the responsibilities, authority, powers, or duties delegated to or vested in the body.
- (b) The presence of a member in a meeting shall be such that the member’s participation can be accessed and monitored by all other meeting participants and by members of the public.
- (c) The definition of a meeting does not include any social or chance gathering or conference which is not intended to avoid the open meetings law, so long as no board business is conducted.

### **(6) ABSENCE OF CHAIRPERSON IN QUORUM**

- (a) Should a quorum be assembled at the hour and place designated in the meeting notice, the chairperson or, in the absence of the chairperson, the vice-chairperson shall assume the chair and declare the meeting in order.
- (b) Should a quorum be assembled at the hour appointed, and the chairperson and vice-chairperson be absent, a member selected by those present shall serve as chairperson during the meeting or until the chairperson or vice-chairperson shall appear.

### **(7) RESTRICTIONS ON BUSINESS TO BE CONDUCTED BY QUORUM**

- (a) No business shall be conducted in the absence of a quorum except that the members present may vote to adjourn.

(b) No business shall be conducted by a quorum when public notice has not been given.

(c) Board members shall not act in a manner that creates or alludes to a walking quorum, wherein a series of gatherings, conversations, or communication among separate groups of members results in participants agreeing, tacitly or explicitly, to act in sufficient number so as to reach a quorum. Walking quorums can be created by a series of one-on-one conversations in person, by telephone, or by successive messages transmitted digitally.

#### **(8) MEETING PRESENCE THROUGH THE USE OF TECHNOLOGY**

##### **(a) Remote Participation by an Individual Board Member through Use of Technology**

(1) Participation by individual board members by use of technology shall be at the discretion of the Board's President or committee's chairperson. Such participation shall be allowed only in instances of:

- a. personal illness or disability;
- b. inclement weather;
- c. emergencies;
- d. military service; or
- e. geographic distance.

(2) The form of technology used to conduct the meeting shall be such that:

- a. the public is able to monitor the participation of the member participating remotely; and
- b. the Chair and Board Clerk are able to confirm the identity of each member who is participating remotely.

(3) Individual participation by use of technology shall be allowed only when a quorum of the body is physically present at the meeting.

##### **(b) Remote Participation by the Board or a Committee as a Whole through Use of Technology (Virtual Meetings)**

A quorum of the Board or any of its committees may meet virtually (i.e., through videoconference, teleconferencing, or other technological means) when situations exist that make it dangerous for members to assemble in one place. Such situations may include:

1. natural disaster;
2. regional or national emergency;
3. a public health emergency as declared by local health officials or the state or federal government;
4. civil unrest.

History: Revised 11-19-15; 06-25-20; Reaffirmed 03-24-22  
Legal Ref.: W.S. 119.10 (4), W.S. 19.81-98  
Cross Ref.: Board Rule 1.05 Public Notice

# RULES OF THE MILWAUKEE BOARD OF SCHOOL DIRECTORS

## BOARD RULE 1.08 MEETING AGENDAS AND REPORTS

### (1) COMMITTEES' AGENDAS

(a) Committees' agendas shall be determined by the Board's President and the respective committee chairs in consultation with the Superintendent; the Board Clerk/Chief Officer, Office of Board Governance; and the Senior Director, Office of Accountability and Efficiency.

(b) Agendas for regular and special meetings of the Board shall be determined by the Board's President in consultation with the Superintendent; the Board Clerk/Chief Officer, Office of Board Governance; and the Senior Director, Office of Accountability and Efficiency.

(c) Unless requested by their respective authors, all resolutions submitted by board members will be scheduled for consideration at the next meeting of the respective committees to which they have been assigned following their introduction.

(d) Communications, petitions, and items of new business shall be scheduled at the discretion of the chair of the committee to which they have been assigned.

### (2) COMMITTEES' REPORTS

(a) Reports of committees shall be in writing and transmitted to the Board on behalf of the chairs by the Board Clerk/Chief Officer, Office of Board Governance.

(b) Reports of committees shall not be acted upon by the Board unless the meetings of such committees at which the said reports were formulated were held at least 48 hours prior to the Board's meeting at which such reports are presented and unless copies thereof shall have been sent to each board member at least 24 hours before the Board's meeting.

(c) At the request of any member of the Board, the report of any committee presenting recommendations concerning anything not previously referred to the committee by the Board may be referred back to the committee from which it originated for further consideration, except reports concerning regular business of such committees, items referred to it by another committee, or complaint communications referred to a committee by the President of the Board.

(d) A committee may hold a resolution referred to it by the Board for no longer than three regular committee meetings, unless the author agrees there is need for further study before the committee reports to the Board.

(e) Resolutions may be withdrawn by their authors at the committee level with the consent of the committee's chair and the majority vote of that committee. Annually, at the Board's organizational meeting, the Board Clerk/Chief Officer, Office of Board Governance, shall provide the Board with a listing of resolutions that have been withdrawn during the past year, as well as a list of those resolutions that are still pending.

History: Revised 6-18-97, 9-29-99, 11-19-15, 03-24-22

Legal Ref: W.S. 119.10(1), (3)

Cross Ref:	Board Rule	1.01	Organizational Meeting
		1.09	Regular Items of Business
		1.10	Communications, Petitions, Resolutions, New Business
		2.03	Meeting Notices
	Bd. Gov. Policy	2.07	Board Meetings: Agenda Preparation and Dissemination

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# **RULES OF THE MILWAUKEE BOARD OF SCHOOL DIRECTORS**

## **BOARD RULE 1.10 COMMUNICATIONS, PETITIONS, RESOLUTIONS FOR REFERRAL**

(1) Unless otherwise provided in these rules, all communications (except communications from city and county departments and communications from the Board's administrative officers), petitions, resolutions, and new business shall be referred without action to the appropriate committee for consideration and report to the Board. All reports and resolutions shall be in writing.

(2) Constituent concerns addressed to the Board may be referred by the President to the Superintendent in an attempt to settle the matter at issue without formal Board action.

(a) If such complaint is adjusted by the Superintendent, a memorandum stating the disposition of the matter shall be brought to the attention of the President and then placed with the communication of the constituent concern in the official Board files in the Office of Board Governance.

(b) If it is not possible to arrive at a satisfactory settlement within 30 days after referral of the matter by the President as provided above, the President shall be so advised, and he/she may refer the communication to a committee of the Board, which committee shall, at its next regular meeting, determine the time when it will give consideration to the matter. The committee shall report back to the Board with respect to any such complaints so referred.

(3) Any action item submitted by a board member shall be presented to the Board in the form of a resolution for consideration by the Board.

(4) All communications and petitions addressed to the Board, either directly or through its officers, shall be introduced for referral at the first regular Board meeting which follows their receipt. Communications, resolutions, and petitions which are received less than 48 hours before the time of a regular meeting may be presented at the second regular Board meeting following their receipt.

(5) The Board shall respect its commitment to work through its executive officers. Communications and petitions will be heard only after the Administration has had an opportunity to fully investigate and report its findings to the Board. Such findings shall be presented at the committee to which the item was referred and shall be scheduled at the discretion of that committee's chair.

History: Revised 11-19-15; 03-24-22

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# **RULES OF THE MILWAUKEE BOARD OF SCHOOL DIRECTORS**

## **BOARD RULE 2.11 ADVISORY COMMITTEES**

The Board may create advisory committees for the purpose of establishing better communication with, and involvement of, the community in dealing with particular needs. The Board president shall have authority to appoint these committees.

History: Revised 11-19-15; Reaffirmed 03-24-22  
Cross Ref.: Bd. Gov. Policy BG 2.10 Board Advisory Committees

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