

Board Operations

To accomplish its stated objectives, the board will govern in a consistent and efficient manner. Accordingly, at the first meeting held after July 1 of each year, and following, the board shall maintain the following practices:

1. Organize by electing a board chair and board vice chair.
 - a. No member shall serve as board chair for more than two years in succession.
 - b. For the remainder of the 2021-22 school year, elected board leadership will appoint a board member to serve as 2nd vice chair, who will serve in the work of board leadership.
 - c. Beginning with the 2022-23 school year, the board will elect a 2nd vice chair, following election of the board chair and 1st vice chair.
 - d. The 1st vice chair and 2nd vice chair may assume the duties of the board chair, and the 2nd vice chair may assume the duties of the 1st vice chair, as needed and in accordance with *BG-9 Board Chair's Role*.
2. Name an attorney for the school district whose primary function will be to provide direct, professional legal counsel and advice to the superintendent, staff, and the board on district matters.
3. Establish an annual meeting schedule:
 - a. The schedule may be changed with proper notice.
 - b. Special meetings may be held on the request of the board chair, or by mutual consent of the board members, or may be called by three members of the board serving written 24-hour notice on the other members, and the superintendent. Special meetings must be scheduled at least 24 hours in advance to allow for notification to the public and media.
 - c. Emergency meetings may be held upon less than 24-hour notice as is appropriate to the circumstances and in accordance with Oregon Revised Statute. The minutes of such a meeting shall describe the justification for providing less than 24-hour notice to the public and the media.
4. Hold all board meetings within the geographic boundaries of the district.
5. Open all board meetings to the public and act on district business in an open meeting except as provided in Oregon Revised Statutes. Promote a safe, welcoming, inclusive, and accessible meeting environment by observing procedures outlined in Exhibit A – Meeting Behavior Management.
6. Allow for public comment at regular business meetings and at special meetings as needed. Establish procedures for public comment, with accessible instructions so the public is aware how to participate. Promote opportunity for public input and feedback to the board by observing procedures outlined in Exhibit B – Public Comment Process.
7. Vote on motions using “yeas” or “nays” and record the result of the vote.
8. Adhere to a majority vote requirement, which requires affirmative votes by a majority of the membership of the board (4 out of 7) be required to pass any motion before the board.



9. Allow for one presentation prior to voting on action items, except for emergency or routine items. This requirement may be waived at the discretion of board leadership.
10. Conduct a regular board meeting only if a majority of the board members are present (quorum).
11. Appoint and maintain a seven-member electors' budget committee as required by Oregon Revised Statute and utilize the majority vote requirement, which requires affirmative votes by a majority of the committee (8 out of 14) to pass any motion before the budget committee.
12. Annually, appoint a student advisor to the board as a non-voting member. The board may choose to appoint an additional student advisor, which may be determined by the number and qualification of candidates, anticipated need, or other pertinent criteria. The student(s) must have one year of experience on the district-led student equity committee/student advisory committee.
13. Designate the superintendent as the district school clerk.

Monitoring Method: Board Self-assessment
Monitoring Frequency: Annually

Salem-Keizer Public Schools does not discriminate on the basis of race, color, religion, sex, sexual orientation, national origin, marital status, age or disability in its programs and activities.



Exhibit A
Meeting Behavior Management

All board meetings, with the exception of executive sessions, will be open to the public, either in-person and/or virtually, in accordance with Oregon public meetings law. In accordance with Oregon Revised Statutes (ORS) 192.670, meetings may be held by virtual means only; meetings held where the public may attend in person will also have virtual access for the public. Community members are welcome to attend board meetings to become acquainted with the programs and operation of our schools, and to provide public comment when opportunity is available (see Exhibit B).

Purpose:

To ensure a productive, inclusive, safe and welcoming environment for meetings/events of the school board, district staff, students and families, and the public. To prevent behavior deemed by the board/district to disrupt the functioning of meetings/events or endanger the safety of anyone involved.

Practice:

Meetings are an essential part of school governance and district operations and shall be conducted in a way to ensure that all who participate have an opportunity to be heard, the interests of students are prioritized, and the best work of those assembled is produced. Individuals participating in any meeting/event occurring in association with the Salem-Keizer School District shall practice behavior that is aligned with the values of the district:

- Work will be done with care and respect
- Consider the impact of speech before communicating
- Listen to understand before seeking to be understood

If a person deviates from behavior expectations articulated within Exhibit A in a district meeting, the meeting chair or individual facilitating the meeting will take corrective action. Repeated attempts may be taken to bring a disruptive participant in a meeting to order. If such attempts are unsuccessful, then the disruptive individual may be asked to leave the meeting, or they may be removed from the meeting space and/or district property. The board chair may pause, recess, or adjourn meetings when safety of the meeting and attendees is compromised. Security or law enforcement may assist.

A person will be subject to immediate removal from a meeting space and/or district property if that person is observed to be engaged in any of the following types of behaviors:

- Fighting, threatening behavior, harassment, or behaviors outlined in ORS 166.023, 166.025, 166.065, or other corresponding ORS
- Conduct that is disruptive to the functioning of district meetings/events or business; making unreasonably loud or disturbing noise
- Damaging district property or vandalism
- Abusive, threatening, vulgar, or hate speech, including speech articulated on signs and clothing, which violate the district's harassment and/or Every Student Belongs policy
- Attempting to enter, entering or being in confidential, private, or unauthorized area without proper authorization
- Possessing a dangerous or deadly weapon pursuant to *Administrative Policy: Visitors to Schools and Campuses INS-A024*
- The violation of any court order or other legal authority, such as law enforcement



Exhibit B
Public comment Process

The board welcomes and values public comment, and members of the public are encouraged to share their ideas and opinions with the board. Opportunity for public comment may be available in person and/or online, depending on the structure of the meeting. In accordance with Oregon Revised Statutes (ORS) 192.670, meetings held where public comment is accepted in person will also have an avenue for virtual public comment. As public comment occurs within the meeting setting, public comment will not be allowed to disrupt the functioning of the meeting or endanger the safety of anyone involved (see Exhibit A).

Auxiliary Aids/Services for Persons with Disabilities: It is the intent of the board to ensure communications with individuals with disabilities are as effective as communications with others. Individuals with hearing, vision, or speech impairments will be given equal opportunity to participate in board meetings. Primary consideration will be given to requests of qualified individuals with disabilities in selecting appropriate auxiliary aids and services. Auxiliary aids and services for persons with disabilities will be available at no charge to the individual. All auxiliary aids or service requests must be made with appropriate advance notice. Should the board demonstrate such requests would result in a fundamental alteration in the service, program, or activity, or an undue financial and administrative burden, an alternative, equally effective means of communication will be used.

Purpose:

To provide information to the public about how to effectively provide public comment at board meetings, to give input and feedback to the board on items for which the board will be making decisions, and to share ideas and opinions with the board.

Practice:

Information and instructions for providing public comment are posted in a variety of ways, typically on the website, on the meeting agenda, and in the form patrons use to sign up for public comment. Though the sites listed in this policy may provide more detailed instructions, general procedures for public comment are as follows.

- Opportunity for public comment is confined to its designated place on the agenda, unless otherwise authorized by the board chair.
- Public comment will be accepted on agenda and non-agenda items. Depending on the structure of the meeting, public comment may be heard in person, by call-in, by virtual meeting platform, or by written submission.
- Individuals must sign up ahead of the meeting to provide public comment, using the means and within the timeline publicized for the meeting.
- Each person may sign up to provide public comment once during the meeting.
- For the record and identification and contact purposes, full name, email address, and city of residence (*not* specific residence address), and phone number may be required to sign up to give public comment to the board, though speakers do not necessarily need to state their full name when speaking.

- The board chair may determine the order of the speakers. Typically, comment is heard according to sign-up order, by action items, agenda topics, and then non-agenda items.
- The board chair may set a limit for individual public comment, as well as total time allowed for public comment. The board requests speakers observe common courtesies in order to hear from as many patrons as possible:
 - Be brief, concise, and stay within the allowable time limit (typically three minutes); additional time may be allowed for translation into English.
 - Choose a spokesperson to speak/represent a group with a common purpose.
 - Speak clearly and slowly so the board and public can hear your thoughts and language interpreters are able to accurately translate.
- The public may offer criticism of district operations and programs, but the board will not hear complaints concerning individual district personnel.
- Public comment is not to be used as a public forum to criticize individual community members.
- The board will not respond to public comment during the meeting; this is a time for the board to hear from the public.
- Individuals wanting to contact board members outside of public comment are encouraged to email the board using the link/contact information provided on the website.