**Hancock Central School 2350**

**BOARD MEETING PROCEDURES**

Each Board of Education meeting shall be open to the public and conducted in an orderly manner, which provides time for and encourages community involvement. The order of business at each regular meeting shall be:

1. Call to Order
2. Approval of Minutes of previous meeting
3. Treasurers’ Reports
4. Public Participation
5. Reports and Recommendations of the Superintendent of Schools
6. Old business
7. New business
8. Executive Session
9. Adjournment

The regular order of business may be changed at any meeting (and for that meeting only) by an affirmative vote of a majority and voting for the proposed change in the regular order of business.

Except in emergencies, the Board of Education shall not attempt to decide upon any question under consideration before examining and evaluating relevant information. Discussion by board members or by others should be made to the whole group by having the member first address the President of the Board, then the entire membership in an audible voice.

The Chairman may stop any discussion which is not pertinent to the topic under consideration. He/She may also stop discussion of a matter if the Board has previously agreed to confine discussion to a definite period of time, and that time has been used. Aside from such limitations, the Board President shall not interfere with debate as long as a member wishes to talk. The Superintendent of Schools shall be given an opportunity to examine and to evaluate all such information, and to recommend action before the Board attempts to make a decision.

The Board may adjourn a regular or special meeting at any place in the agenda providing that arrangements are made to complete the items of business on the agenda at a future meeting. Only issues on the agenda of the meeting adjourned may be acted on at the subsequent meeting. The minutes shall make notice of the adjournment, and the reconvened session shall be considered an addition to these minutes.

Adopted: 09/13/1993