

BOARD MEETINGS AND AGENDA PREPARATION**Types of Meetings*****Regular Meetings***

Regular meetings of the Board of Directors (“Board”) of Urban Charter Schools Collective (“UCSC”) shall be held consistent with the calendar for such meetings as established by the Board each year.

If at any time any regular meeting falls on a holiday, (Federal, State or local), such regular meeting shall be held on the next business day.

Special Meetings

Special meetings may be called on an as-needed basis by the Board President or a majority of the members of the Board, consistent with legal requirements.

Emergency Meetings

Emergency meetings may be held only in compliance with Brown Act requirements.

Notification of Meetings

Not later than 72 hours prior to a regular meeting and not later than twenty-four (24) hours prior to a Special Meeting, the Superintendent or designee shall provide notice of the time and place of the meeting, and the agenda shall be provided to all Board members and those persons or entities who have previously requested notice of such meetings.

Agendas***Preparation of Agenda and Process***

The Superintendent or designee shall be responsible for preparing the agendas for all meetings of the Board.

Agenda Posting

Agendas for regular Board meetings shall be posted 72 hours in advance of such meetings at the UCSC office and on UCSC’s website for public preview. Special meeting agendas shall be posted in the same manner at least 24 hours in advance of such meetings.

Agenda Distribution

The Board agenda (including all supporting information available) for a regular Board meeting should be delivered to Board members as soon as is practicable but preferably 72 hours prior to the meeting. For special Board meetings, the agenda (including all supporting information available) should be delivered at least 24 hours prior to the meeting. The Superintendent or designee is responsible for the distribution of Board packets (which include the official agenda and all available supporting information).

In addition to provision of agendas, the Board's complete public agendas shall be provided to those persons or parties who have requested to be placed upon UCSC's mailing list. A fee may be charged for the service of providing agenda.

For purposes of providing proper notice under the law, the Board shall comply with the Americans with Disabilities Act and any related applicable state law.

Anonymous Letters

It shall be the policy of the Board not to introduce anonymous letters in the agendas for Board meetings.

Superintendent Duties Concerning Agendas

The Executive Director shall include on the agenda all items known to him/her to require action by the Board and other topics containing information necessary for the Board to carry out its responsibilities.

The Superintendent shall include on the agenda items which relate to UCSC business as are requested for inclusion by the members of the Board, consistent with any related requirements or protocols.

The Superintendent is responsible for preparing all supporting information which may accompany each agenda topic originating from the administration or the Board.

Requests for Agenda Items

Citizens who request to have a topic on the agenda are encouraged to submit, in writing, supporting information detailing their reason for having the topic placed on the agenda and what is being requested of the Board. This is intended to provide background information for the Board/Administration to decide whether to include the topic on the Board's agenda.

Board Action/Voting

- The Board may only take action on items formally listed on the UCSC Board agenda except in emergency or other circumstances as authorized by law.
- When there is a tie vote on the agenda topic under consideration, the item shall be resubmitted to the Board at its next regular meeting.
- Meetings Open to the Public

Open Session

All meetings of the Board shall be open to the public except Closed Sessions, as authorized by law.

Presentations to the Board Regarding Agenda Items

Any person may address the Board concerning any item on the agenda and may, at the discretion of the Board, be granted up to two (2) minutes to make a presentation to the Board prior to the time the specific item is to be discussed by the Board. The Board Chair may grant additional time for an individual to address the Board if circumstances permit. The total time devoted to presentations to the Board on agenda items shall not exceed one-half hour unless additional time is granted by the Board. The President may curtail individual presentations if repetitive of points raised by others, particularly if it appears the total allotted time may be exceeded.

All presentations shall be heard by the Board prior to the formal discussion of the agenda topic by the Board and consideration of action.

Presentations to the Board Regarding Non-Agenda Items (Oral Communications)

Citizens may address the Board on any item not listed on the Board meeting agenda. Speakers will be limited to two (2) minutes. No more than a total of fifteen (15) minutes shall be devoted to all non-agenda items at a regular meeting. The Board Chair may disallow a request to address the Board if repetitive of other speakers, or if the speaker seeks to make a presentation that he or another speaker has made at a previous meeting, particularly if it appears that the total allotted time may be exceeded.

Members of the public attempting to make complaints or charges against a UCSC employee before the Board in open session will be offered the option to meet with staff and/or to file a complaint under UCSC's established complaint procedures.

Disturbance of Meetings

Any person who willfully disturbs any Board meeting will be asked to leave immediately and may be guilty of a misdemeanor punishable by law.

Recording and/or broadcasting of meeting:

Persons attending an open meeting have the right to record or broadcast the proceedings with an audio or video tape recorder or a still or motion picture camera unless the Board reasonably finds that the recording or broadcast cannot continue without noise, illumination or obstruction of view that constitutes, or would constitute, a persistent disruption of the proceedings.

Requests to address the Board:

Prior to the beginning of the meeting, citizens seeking to address the Board on an item on the agenda or during time allocated for oral communications shall complete a speaker card, "Request to Address the Board" (located in the Board Meeting Room), and give it to the Board President or Board Secretary, or their designee.

Minutes of Board Meetings

The minutes of open session meetings of the Board shall record all motions, show the names of Board members making and seconding motions and state the vote upon the motion, identifying all Board members' votes. The open session minutes shall also record all resolutions, and any recommended vote by the administration. The minutes shall follow the generally accepted pattern in form. There shall be no closed session minutes and the Board shall report out in open session any action taken as required by law.

The original copy of the open session minutes shall be signed by the Secretary of the Board and approved by the Board. Original minutes shall be bound in chronological order, volumed by fiscal year and paged consecutively.

The official minutes of the Board shall be kept in fireproof storage. The following documents shall be bound with the official minutes and referred to in the text of the minutes to which they apply:

- Original copies of all resolutions unless required by other agencies, in which case photocopies of the originals may be substituted;
- Original copy of all budget transfers;
- Copies of any document determined by the Board to be attached to the official minutes; and
- Other documents which, in the opinion of the Secretary, are necessary to fully substantiate or record Board action.

In addition to the official minutes, an additional copy of all minutes and attached documents shall be maintained in the office of the Secretary of the Board. This set of minutes shall be bound, indexed by those categories detailed above and by subject.

Quorum Requirements

A majority of the members of the Board shall constitute a quorum of the Board, which is necessary for the Board to transact business. All motions, in order to pass, need positive action by at least a majority of the Board. Should there be fewer than a majority of the Board present at any meeting, the meeting shall be adjourned.

Adopted: 10/10/2011
Amended: 02/10/2015

URBAN CHARTER SCHOOLS COLLECTIVE
Sacramento, California