

SCHOOL BOARD ORGANIZATION

- I. The Berlin Central School District Board of Education shall consist of seven members.
- II. Terms of board membership shall be three (3) years with not more than three regular terms expiring in any one year.
- III. Regular board meetings will be held at a time and place which will be established at the organizational meeting.
- IV. Four members present shall constitute a quorum for the transaction of business at a regular or duly called special meeting of the board. Regardless of the number of board members present, four affirmative votes are needed for board action. When only four members are present, no motion or resolution may pass, and no other action or business requiring a vote may be transacted, except by a unanimous vote.

The Board shall not require a vote in excess of what is required by law in order for the Board to transact any business.

- V. Special meetings may be announced by the district clerk at the request of the president or other board member, upon 24 hours notice to the board members. In an emergency, if all board members are present at a special meeting, the 24-hour notice may be waived by unanimous action. The business which can be transacted at a special meeting shall be restricted to 1) that which is set forth in the call of the meeting, 2) business which is listed on an advance agenda distributed in advance of the meeting on the same distribution schedule as the agenda for a regular meeting, and 3) business which is added by unanimous vote of the board members present at the meeting.
- VI. "Roberts Rules of Order" shall guide the conduct of all regular and special meetings. Debates on motions shall be limited to 3 minutes per debate and 2 debates per board member.
- VII. The Board of Education shall adopt an order of business for all regular meetings.
- VIII. Regular and special meetings shall be open to the public except for executive sessions, at which time the public shall be excused, except for any persons authorized by the Board of Education. No formal action may be taken in executive session except in cases permitted or required by law.

References:
Gen. Construction Law Sec. 41
Gen. Municipal Law Sec. 802

Education Law Secs. 3016