



ALTURAS

INTERNATIONAL ACADEMY

151 N Ridge Avenue, Idaho Falls, ID 83402 | Office: 208-522-5145 | Fax: 208-522-5147
Office@AlturasAcademy.org | AlturasAcademy.org

THE BOARD OF DIRECTORS

1500P

Board of Directors Meeting Procedure

Agenda

The agenda for any Board meeting shall be reviewed by the Executive Director and/or Principal and Board Chair. Items submitted by the Board Chair or at least two (2) directors shall be placed on the agenda. The secretary, administrators, or patrons of the school may also suggest inclusions on the agenda. Such suggestions must be received by the Executive Director and/or Principal at least 7 days before the Board meeting, unless of immediate importance.

If such individuals who wish to present to the Board on their agenda item, they must also notify the Executive Director and/or Principal, in writing, of the request. The request must include the reason for the appearance. Citizens wishing to make brief comments about items on the agenda must follow the procedure set forth in Policy 1520 for public input at Board meetings.

Regular Meeting Agendas

A forty-eight (48) hour agenda notice shall be required in advance of each regular meeting. Notices and agendas must be posted in a prominent place at the building where the meeting is to be held. All meeting notices and agendas must be posted on the School website.

Special Meeting Agendas

Special meetings require a twenty-four (24) hour meeting and agenda notice. The agenda notice shall include at a minimum the meeting date, time, and place. The Board secretary or his or her designee shall maintain a list of the news media requesting notification of meetings and shall make a good faith effort to provide advance notification to them of the time and place of each meeting. All meeting notices and agendas must be posted on the School website.

Amending Agendas

An agenda may be amended provided that a good faith effort is made to include, in the original agenda notice, all items known to be probably items of discussion.

Amending the Agenda More than 48 Hours Before a Regular Meeting or 24 Hours Before Special Meeting: If an amendment to an agenda is made after an agenda has been posted but forty-eight (48) hours or more prior to the start of a regular meeting, or twenty-four (24) hours or more prior to the start of a special meeting, then the agenda is amended upon the posting of the amended agenda.



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Amending the Agenda Less than 48 Hours Before Regular Meeting or 24 Hours Before Special Meeting: If an amendment to an agenda is proposed after an agenda has been posted and less than forty eight (48) hours prior to a regular meeting or less than twenty-four (24) hours prior to a special meeting but prior to the start of the meeting, the proposed amended agenda shall be posted but shall not become effective until a motion is made at the meeting and the Board of Directors votes to amend the agenda.

Amending the Agenda After the Start of a Meeting: An agenda may be amended after the start of a meeting upon a motion that states the reason for the amendment and states the good faith reason the agenda item was not included in the original agenda posting.

Negotiation Meeting Notices

Notice of all negotiation sessions between the Charter School and the local education organization shall be posted, at the earliest time practicable on the front page of the Charter School's website. Additionally, if time permits, the Charter School shall post notice of the negotiation sessions within twenty-four (24) hours at the same physical locations the Charter School uses for posting its regular meetings.

Order of Business

The order of business will be determined by the Board Chair and Executive Director and/or Principal with input from the Board. Upon consent of the majority of the members present, the order of business at any meeting may be changed.

Consent Agenda

To expedite business at a Board meeting, the Board approves the use of a consent agenda, which includes those items considered to be routine in nature. Any item which appears on the consent agenda may be removed by a member of the Board. It is strongly suggested that any Board member who wishes to remove an item from the consent agenda give advance notice in a timely manner to the Board Chair and Executive Director and/or Principal. The remaining items will be voted on by a single motion. The approved motion will be recorded in the minutes, including a listing of all items appearing on the consent agenda.

Action Items

All agenda items that require a vote shall be identified on the agenda as such. Final action may not be taken on an agenda item added after the start of a meeting unless an emergency is declared necessitating action at that meeting. The declaration and justification shall be reflected in the Board minutes.



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Minutes

The Secretary shall keep written minutes of all open Board meetings, which shall be signed by the Chair and the Secretary. The minutes shall include:

1. The date, time, and place of the meeting;
2. The presiding officer;
3. Directors recorded as absent or present;
4. All motions, resolutions, orders, or ordinances proposed and their disposition;
5. The results of all votes, and upon the request of a member, the vote of each member, by name;
6. Legal basis for recessing into executive session; and
7. Time of adjournment.

When issues are discussed that may require a detailed record, the Board may direct the Secretary to record the discussion verbatim.

Unofficial minutes shall be delivered to Board members in advance of the next regularly scheduled meeting of the Board. Minutes need not be read publicly, provided that members have had an opportunity to review them before adoption. A file of permanent minutes of Board meetings shall be maintained in the school office, to be made available within a reasonable period of time after a meeting for inspection upon the request.

Minutes of Executive Session

The Secretary shall keep written minutes of Executive Session. Said minutes shall be limited to a specific reference to the Idaho code subsection authorizing the executive session and sufficient detail to provide the general subject matter to identify the purpose and topic of the executive session. The roll call vote to go into executive session shall be recorded in the minutes. The minutes shall not contain information that would compromise the purpose of going into executive session.

Minutes of Negotiation Sessions

In all negotiation sessions between the Charter School and the local education organization, the Charter School shall cause to be taken written minutes. All documentation exchanged between the parties during a negotiation session, including all offers and counter-offers, shall be retained by the Charter School and shall be subject to public writings disclosure laws.

Quorum

No business shall be transacted at any meeting of the Board unless a quorum of the members is present. A majority of the full membership of the Board shall constitute a quorum, a majority of the quorum may pass a resolution.



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Meeting Conduct and Order of Business

General rules of parliamentary procedure are used for every Board meeting. The most current edition of *Robert's Rules of Order* may be used as a guide at any meeting. The order of business shall be reflected on the agenda. The use of proxy votes shall not be permitted. Voting rights are reserved to those Directors in attendance. Voting shall be by acclamation or show of hands.

Legal Reference: I.C. § 33-5204(2)(d) Nonprofit Corporation – Liability – Insurance –
Public Meeting Law Applicable to Public Charter
Schools

Procedure History:

Promulgated on: September 10, 2020

Revised on: March 30, 2022



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