

RYE CITY SCHOOL DISTRICT
Rye, New York
Board of Education Bylaws
July 1, 2016

Section 1

The Board of Education shall meet annually during the first 15 days of July for its Annual Organization Meeting and will organize the Board by electing a President and a Vice-President, each of whom shall be members of the Board.

Time at the Annual Organization Meeting or at a following board meeting shall also be devoted to the organization of Board Committees for the ensuing year. Every effort will be made to schedule an annual Board planning session.

At the first regular board meeting following the May election of board members, board members interested in being considered for the position of President or Vice-President shall indicate their intentions and qualifications.

Section 2

Newly elected or appointed board members shall be afforded the fullest measures of cooperation in taking on the duties and responsibilities of their position. To that end, a new member orientation program will be provided by the Board of Education in an effort to assist new members in becoming fully informed about board functions, policies, and procedures, as well as any current issues. The President and Vice-President will be responsible for ensuring that orientation occurs as soon as possible after the election of new board members.

Newly elected or appointed board members will also be required to comply with all State mandated training.

Additionally, the Superintendent of Schools will assist the new member(s) in arranging meetings if he/she/they desire(s), with all administrative personnel and other central office staff to discuss the services they perform for the District.

Section 3

By New York State law and regulation, regular meetings of the Board of Education shall be held at least once each month, usually on the second or fourth Tuesday, at such place as shall be designated by the Board of Education. Such meetings shall commence at 8:00 p.m. The Board, by prior resolution, may provide for the holding of any additional meetings at other dates, times or places.

Section 4

The President of the Board of Education shall cause written notice of all regular meetings and the agenda for such meetings to be given to all members of the Board of Education in accordance with Sections 6 and 7 of these Bylaws. Public notice of regular meetings will be provided.

Section 5

By law, a special meeting of the Board of Education may be called by any Board of Education member. Said member shall cause written notice of the day, time and place for, and the agenda of the special meeting, to be given to all members of the Board of Education in accordance with Sections 6 and 7 of these Bylaws.

Section 6

- A. Notices for any regular meeting of the Board of Education shall be in writing, and shall be given to each member at least 72 hours before such meeting is to take place by:
1. personally delivering a copy of such notice to each member; or
 2. a) leaving a copy of such notice at each member's residence at a designated drop-off place (e.g. front door); or,
b) delivering a copy of said notice to each member's email address, as provided by such board member to the District Clerk, provided, however, that in the event circumstances beyond the control of the party giving the notice prevent the giving of electronic mail notice, email notice shall not be required.
- B. Notices for any special meeting of the Board of Education shall be in writing, and shall be given to each member at least 24 hours before such meeting is to take place by:
1. personally delivering a copy of such notice to each member; or
a) leaving a copy of such notice at each member's residence with some adult person of the household; or,
b) delivering a copy of said notice to each member's email address, as provided by such board member to the District Clerk, provided, however, that in the event circumstances beyond the control of the party giving the notice prevent the giving of email notice, electronic mail notice shall not be required.
- C. Any member of the Board or any employee of the District may be given the responsibility for distributing such notices pursuant to this Section 6.

Section 7

Each member of the Board of Education shall be notified in writing, in the manner set forth in Section 6 above, of all matters to be brought before the Board for its consideration at any annual, regular or

special meeting. Barring an emergency, any matter not appearing in the written notice may not be brought to a vote at that meeting, except with the approval of all 7 members of the Board of Education.

Notification of items to be considered at any meeting of the Board may be made either (a) in a written agenda contained in or attached to the written notice of the meeting; (b) in the written report to the Board of the Superintendent of Schools; or (c) a written communication to members of the Board from an Assistant Superintendent of Schools or the Attorney for the Board of Education. In the event any board member desires consideration at any annual, regular or special meeting of any matter as to which other notice has not been given, he/she shall inform each member of the Board in writing of his/her intention to bring up such matter in the manner specified in Section 5 of these Bylaws.

Section 8

If all board members do not receive appropriate and timely notice of a board meeting as stated in Section 5, then the board meeting should not take place. If, however, the Board meets anyway, all actions of the Board are null and void unless a written waiver of the meeting notice is received from the board member(s). This waiver shall be valid only if accompanied by a certification by the member(s) making such waiver that he/she/they has/have read the official minutes of such meeting and approve(s) of all action taken.

Section 9

The District Clerk shall cause to be conspicuously posted and publicized, public notice of all meetings of the Board of Education, according to New York State Education Law. In the absence of the District Clerk, the Board President shall assume the responsibility of causing such public notices to be given.

No meeting of the Board of Education shall be considered a valid meeting for the transaction of official business, unless a public notice has been posted and publicized as mandated by this Section 9.

Section 10

All meetings of the Board shall be public meetings, and no persons shall be excluded therefrom, except as provided in Section 13 of these Bylaws. All meetings shall be held in buildings owned or leased by the school district except for periodic board planning sessions and/or meetings with other municipal entities at their or other facilities.

The President of the Board shall preside at all meetings and his/her rulings on matters of procedure shall be final and controlling unless overruled by a majority of the members present. In all cases the President of the Board of Education shall be guided in procedural matters by the latest edition of Roberts' Rules of Order unless the same are in conflict

with the laws of the State of New York, or these Bylaws, in which case the latter shall control.

Members of the public, upon stating their name and address, shall be permitted to present statements or questions to the Board of Education for a period of three (3) minutes either at the will of the Board or during the period of time allowed for such purposes at the beginning of each meeting or during the regular business portion of any meeting of the Board. The President, with the approval of the Board, may grant an extension of the three minute limitation.

The vote on all motions shall initially be by show of hands (except where roll call vote is required by law). Thereafter, any member of the Board may request a roll call vote to be recorded with respect to such motion.

Minutes of board meetings are taken by the District Clerk. All minutes shall be signed by the District Clerk, and approved by the Board at a subsequent meeting.

The Minutes. The record of the proceedings of a deliberative assembly is usually called the Minutes. According to New York State Education Law, Board of Education minutes must consist of a record or summary of all motions, proposals, resolutions, and other matters formally voted upon, including the result of any vote. Records of votes must include the final vote of each board member on every matter voted on.

Minutes of any annual regular or special meeting of the Board of Education shall be in a form which meets the minimum requirements of law, and in the preparation of such minutes, the District Clerk shall be guided as to the content of minutes by New York State Public Official Law section 106.

Approved minutes shall be available for public inspection at the Central Administration offices, and posted on the District's website, no later than 5 business days after the meeting at which the minutes are approved by the Board of Education.

Documents relating to Board actions shall be written into or appended to the minutes as appropriate. Copies of other material shall be included in the minutes of the board meetings only with the express permission of the Board President.

Section 11

In the absence of the President at any duly called meeting, the Vice-President of the Board of Education shall preside at such meeting, and if he/she is also absent, the other members shall elect a temporary President for this purpose.

In the absence of the District Clerk at any duly called meeting, the President of the Board shall appoint a temporary clerk, who shall sign the minutes of the meeting.

Where the President of the Board of Education is unable to perform his/her responsibilities, they shall be exercised by the Vice-President under these Bylaws.

Section 12

A majority of the members of the Board of Education shall constitute a quorum at any meeting. No act or resolution shall be valid unless voted affirmatively at a duly called meeting of the Board of Education by not less than four of the members of the Board.

Section 13

Notwithstanding the provisions of Section 10 of these Bylaws, any meeting or any part of a meeting of the Board of Education may be closed to the public (Executive Session) for any of the purposes set forth in the New York State Open Meetings Law. Executive Session minutes will be taken when a vote of the Board occurs, according to the provisions of the New York State Open Meetings Law.

Minutes of an executive session shall be available for public inspection within one week of the date of the meeting, if they record an action taken by formal vote.

Section 14

All other matters relating to the organization, conduct of meetings, the management of the affairs of the school district, the powers, authority and responsibilities of the Board, its officers and its administrative staff, shall be governed and determined by resolutions properly adopted by the Board of Education or by the laws of the State of New York.

Section 15

Officers of the Board may use Board of Education stationery as necessary in the routine conduct of Board of Education business. Board stationery may be used for official Board purposes only. Copies of such correspondence will be included in Board packets as information items.

No member of the Rye City School District Board of Education can comment independently on behalf of the Board on Board of Education matters, except for routine acknowledgment of correspondence. Copies of such correspondence will be included in Board packets as information items.

Section 16

When a board member makes a request for information or action which will cause a significant change in the administration's work load as determined by the Superintendent, that request must be submitted as a "Communication to/from the Board." The Board will review such request

and determine its necessity and/or alignment with Board priorities.

Section 17

When communications are received by the school district from the public, the Board will consider and respond after input from the Superintendent.

Section 18

The Board of Education will review its bylaws annually at its reorganization meeting to reaffirm, amend, and/or revise them as determined by a majority of the Board.

Approved: July 1, 2016