

OPERATIONS OF THE BOARD OF COOPERATIVE EDUCATIONAL SERVICES**I. Board Officers and Duties**

- A. The Board shall have a President and a Vice President. The term of office for each office shall be one year.
- B. The President shall be the chief presiding officer of the Board. The President shall perform all of the responsibilities assigned to the office by law and the rules, regulations, policies, resolutions and actions of the Board.
- C. The President shall have authority to execute documents and sign reports on behalf of the Board.
- D. The President may call special meetings of the Board as he or she deems necessary, or upon request of other Board members. The President may appoint special committees to study and consider matters of concern or interest to the BOCES as provided by Board policy.
- E. The Vice President shall exercise the powers and duties of the President in the event of the absence or disability of the President.
- F. In the absence of the President and the Vice President, or in the case of the disability of them simultaneously, the Board shall elect one of its members to serve as the temporary president of the Board.

II. Meetings and Committees

- A. The Board will conduct all of its official business during regular meetings. Regular and special meetings shall be open to the public except that the Board may go into executive session as authorized by law, at which time the public shall be excused except for any persons authorized by the Board.
- B. Regular meetings will be held once a month as determined during the reorganizational meeting in July. Meeting dates, times and locations may be subject to change as necessary during the year. Additional meetings may be called by the President of the Board upon the request of any Board member.
- C. Six members present shall constitute a quorum for the transaction of business at a regular or special meeting of the Board. Regardless of the number of Board members present, six affirmative votes are needed for Board action. When only six members are present, no motion or resolution may pass, and no other action or business requiring a vote, may be transacted except by unanimous vote.
- D. The BOCES shall hold an annual meeting in accordance with law

- E. The Board may establish special committees for special purposes designated by the Board. The Board President shall appoint members to special committees, with the advice of Board members. The President serves ex officio on all special committees. All special committees shall be discharged upon completion of their duties.
- F. Public discussion at Board meetings may take place during a time for public discussion provided by the agenda. The Board may use a tape recorder or other means of electronic recordation during public discussions in order to facilitate the Board's accurate appraisal of the matters being discussed.

III. Meeting Agendas and Rules of Order

- A. Board meetings will be structured for efficiency and effectiveness through the use of meeting agendas. The District Superintendent, with the aid of the Board President, will devise a format for meeting agendas and will confirm agenda items for each meeting.
- B. The District Superintendent shall assure that notice of the meeting and a proposed agenda is mailed or otherwise delivered to each Board member at least five (5) days before each scheduled meeting. For special meetings of an emergency nature, members should be given at least twenty-four (24) hours notice of the meeting, if circumstances allow.
- C. The District Superintendent may consult with staff and with component districts for materials that should be included on a meeting agenda.
- D. Public requests for items to be included on the agenda may be submitted in writing to the District Superintendent, at least ten (10) days prior to a Board meeting, for consideration by the District Superintendent in consultation with the Board President; or may be raised during the public discussion period at a Board meeting for consideration by the Board as a potential agenda item in the future.
- E. *Roberts Rules of Order* shall guide the conduct of all regular and special meetings.

IV. Minutes of Board Meetings

- A. Minutes of Board meetings will be taken, signed and maintained by the clerk to the Board.
- B. The minutes shall include the following information:
 1. Name of the BOCES, date, hour and place of the meeting.
 2. Kind of meeting (regular, special or annual).
 3. Name and title of the officer presiding.
 4. Names of Board members present.
 5. Names of others present for the purpose of doing business with the Board.

- C. The minutes also shall include a detailed record of such transactions including but not limited to approval of contracts, personnel actions such as appointments, terminations and resignations and any other item of business transacted.
- D. The minutes shall state who was acting, what was proposed, what was authorized or decided, what was tabled, the dates of authorization and the method by which action was taken (i.e. motion, resolution or otherwise).

VI. Reimbursement for Expenses

- A. Members of the BOCES shall be reimbursed for actual and necessary expenses which are incurred and connected with the discharge of their duties and responsibilities for attendance at conventions, conferences and training, when such attendance has been approved by the Board or the District Superintendent.
- B. Members of the Board may apply for reimbursement for mileage costs at the BOCES-approved rate for travel outside the BOCES incurred and connected with the discharge of their duties and responsibilities.

VII. Board Member Attendance at Board Meetings

- A. The BOCES expects that Board members will attend board meetings on time and for the duration of the meetings in order to ensure that the Board can both act and obtain the benefit of full discussion of all matters before it. A member who anticipates being absent from a Board meeting shall inform the Board Clerk, Board President or the District Superintendent as soon as is reasonably possible. Through distribution of relevant materials and minutes, the Board Clerk shall keep Board members informed about discussions missed or decisions made during absence from, late arrival to or early departure from a board meeting. In the event a Board member has chronic, unexcused absences from Board meetings, the Board President may privately discuss the matter with the Board member and explore the board member's intentions with respect to continued service as a Board member.