

## **BOARD MEETINGS**

### **Section 1      Location of Meetings**

The traditional meeting place for Board meetings will be the board room at the ESU’s principal office. The President or Administrator may designate a different meeting place for individual meetings with advance notice to all members. The alternative location may not be outside the boundaries of the ESU unless approved by the Board at any preceding meeting.

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|-------------------|------------------------|
| Legal Reference:  | §§ 79-1218, 84-1412(5) |
| Date of Adoption: | August 13, 2024        |

### **Section 2      Regular Meetings**

The regular meetings of the Board shall be held on the second Tuesday of each calendar month and commence at 7:00 p.m. A regular meeting may be scheduled for a different date or time when approved by the Board at any preceding meeting.

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|-------------------|-----------------|
| Legal Reference:  |                 |
| Date of Adoption: | August 13, 2024 |

### **Section 3      Annual Organizational Meeting**

An organizational meeting of the Board shall be held at the regular Board meeting in January each year for the purpose of seating any new members and electing officers.

The order of business for the annual organizational meeting shall be as follows:

1. Call meeting to Order, announce posting of Public Meetings Act and Roll Call (the Administrator shall chair the meeting until the new President is elected)
2. Administer oath of office to any new Board members
3. Elections of Officers
  - a. President (upon being elected the new President shall chair the remainder of the meeting)
  - b. Vice President
  - c. Secretary

Upon call for nominations for each office by the Chair, nominations shall be made by written or oral ballot. Voting will be by oral or written ballot on all members nominated and repeated until a majority is achieved for a nominee. If the tie is not broken after five ballots, the Chair will determine the winner by the flip of a coin, followed by a vote ratifying such selection. The vote may be taken by secret ballot, but the total number of votes for each candidate shall be recorded in the minutes of the meeting.

The term of the elected officers shall begin immediately upon election at the annual organizational meeting and end upon the election of a successor at the next following annual organizational meeting.

4. Committees, positions, and designations
  - a. Select Treasurer
  - b. Select Recording Secretary
  - c. Select legal counsel
  - d. Select members of Board Committees
  - e. Designate depository bank(s)
  - f. Designate newspaper(s) of record
5. Approval of current Board policies and regulations
6. Designate date for the annual review of Board policies
7. Disseminate conflict of interest statutes to each Board member and code of ethics for signature by each Board member
8. Determine the ESU's participation in providing supplementary educational services for the calendar year.

Other items on the meeting agenda

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|-------------------|--------------------------|
| Legal Reference:  | § 79-1218; § 84-1413 (3) |
| Date of Adoption: | August 13, 2024          |

#### **Section 4 Special Meetings**

A special meeting of the board may be called by the President. A special meeting may also be called by any three Board members.

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|-------------------|-----------------|
| Legal Reference:  |                 |
| Date of Adoption: | August 13, 2024 |

#### **Section 5 Emergency Meetings**

An emergency meeting may be held without advance public notice. An emergency is any event or occasional combination of circumstances which calls for immediate action or remedy; pressing necessity; exigency; a sudden or unexpected happening; an unforeseen occurrence or condition. In the event of an emergency meeting:

1. the nature of the emergency shall be stated in the minutes,
2. any formal action taken in such meeting must pertain only to the emergency,
3. the meeting may be held by means of electronic or telecommunication equipment,
4. news media must be contacted, and
5. complete minutes that specify the nature of the emergency and any formal action taken at the meeting shall be made available to the public by no later than the end of the next regular business day.

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|-------------------|-----------------|
| Legal Reference:  | § 84-1411 (5)   |
| Date of Adoption: | August 13, 2024 |

## Section 6 Notice of Meeting

### A. Notice to Public

Reasonable advance publicized notice shall be given for meetings that are subject to the Open Meetings Act. The notice shall give the time and place of the meeting and contain an agenda of subjects known at the time of the notice or a statement that the agenda, which shall be kept continually current, shall be readily available for public inspection at the principal office of ESU 17 during normal business hours.

The Board will give advance notice of meeting by one of the following methods:

1. Publishing in a newspaper of general circulation within the ESU's jurisdiction, posting on the newspaper's website, if available, and posting on a statewide website established and maintained as a repository for such notices by a majority of Nebraska newspapers; or
2. Posting to the newspaper's website, if available, and posting to a statewide website established and maintained as a repository for such notices by a majority of Nebraska newspapers if no edition of the newspaper will be finalized for print prior to the time and date of the meeting.

The Administrator is delegated the authority to determine which method of notice to use for a board meeting.

For an emergency meeting, notice shall not be required to be given; however, the Board will complete minutes for such an emergency meeting as required by law.

The Board meetings that are subject to the notice requirement include all regular, special, or called meetings, formal or informal, of the ESU for the purposes of briefing, discussion of public business, formation of tentative policy, or the taking of any action of the ESU.

The notice requirement does not apply to:

1. Chance meetings or attendance at or travel to conventions or workshops of members of the Board at which there is no meeting of the Board intentionally convened, if there is no vote or other action taken regarding any matter over which the Board has supervision, control, jurisdiction, or advisory power.
2. Meetings of subcommittees unless a quorum of the Board attends or unless such subcommittees are holding hearings, making policy, or taking formal action on behalf of the Board.
3. Judicial or quasi-judicial proceedings, such as termination hearing proceedings.

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| Legal Reference:  | § 84-1409; § 84-1410 (5); 84-1411 (5) |
| Date of Adoption: | January 1, 2025                       |

### B. Notice of Budget Meeting

A summary of the prepared yearly budget of ESU 17 shall be published one time in a legal newspaper published in or of general circulation in each county in ESU 17 at least five days before a meeting at which such budget shall be considered for adoption by the Board. Such publication shall also specify the date, time, and place of the public hearing at which the budget will be considered and any tax levy made.

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| Legal Reference:  | § 79-1227       |
| Date of Adoption: | August 13, 2024 |

C. Yearly Activities

By November 1 of each year, the Board shall publish a brief report of the yearly activities of the Board. The report shall include the amount of revenue received and expenditures itemized by categories. This publication shall be for one time in a newspaper of general circulation distributed in each county in the ESU. A copy of the report shall be distributed to each member school district by November 1 of each year.

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|-------------------|-----------------|
| Legal Reference:  | § 79-1228       |
| Date of Adoption: | August 13, 2024 |

D. Notice to Board Members

Notice of meetings shall be transmitted to all members of the Board. The Administrator shall deliver or otherwise make available the meeting notice, agenda, minutes of the preceding meeting, and such other materials pertinent to the meeting as the President may direct, to the Board members.

For regular meetings, the notice packet shall be mailed or delivered on the Friday preceding each meeting. For special meetings, the notice packet shall be mailed or delivered the later of three days prior to the meeting or the same day that notice to the public is given.

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| Legal Reference:  | § 84-1411 (1)   |
| Date of Adoption: | August 13, 2024 |

E. Notice to Media

The Secretary shall maintain a list of the news media requesting notification of meetings and make reasonable efforts to provide advance notification to them of the time and place of each meeting and the subjects to be discussed.

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| Legal Reference:  | § 84-1411 (4)   |
| Date of Adoption: | August 13, 2024 |

**Section 7      Agenda**

A. Agenda Construction

Control of the agenda is the responsibility of the President. The Administrator is responsible for preparing agendas, subject to modification by the President. Any Board member may suggest agenda items to be placed on the agenda.

Except for items of an emergency nature, the agenda shall not be altered later than 24 hours before the scheduled commencement of the meeting. The Board shall have the right to modify the agenda

to include items of an emergency nature only by action taken at the public meeting at which the item is to be considered.

Agenda items shall be sufficiently descriptive to give the public reasonable notice of the matters to be considered at the meeting.

The Board shall not act on any matter unless the same is on the agenda for the meeting.

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|-------------------|-----------------|
| Legal Reference:  | § 84-1411 (1)   |
| Date of Adoption: | August 13, 2024 |

**B. Agenda Availability**

The agenda for each meeting shall be kept continuously current. The agenda shall be readily available for public inspection at the principal office of the ESU during normal business hours.

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|-------------------|-----------------|
| Legal Reference:  | § 84-1411 (1)   |
| Date of Adoption: | August 13, 2024 |

**Section 8 Board Member Attendance**

**A. Personal Presence at Meeting and Telephone Conference or Videoconference Meetings**

Board members must be personally present at the Board meeting in order to vote or otherwise participate at the meeting in their position as a board member. Attendance via virtual conferencing means is permitted if the procedures for a virtual conference meeting are followed, and for emergency meetings, if the procedures for an emergency meeting are followed.

The procedures for a virtual conference meeting are as follows:

1. Reasonable advance publicized notice must be given, including the dial-in number or link to the virtual conference;
2. Reasonable arrangements are made to accommodate the public's right to attend at a physical site and participate as provided by the Open Meetings Act;
3. Reasonable seating will be provided in at least one designated site in a building open to the public and identified in the meeting notice with at least one member of the ESU Board holding such meeting present at each site;
4. A recording of the meeting's hearing by audio or visual recording devices;
5. A reasonable opportunity for input, such as public comment or questions, will be provided to at least the same extent as would be provided if virtual conferencing was not used;
6. At least one copy of all documents being considered at the meeting is available at any physical site open to the public where individuals may attend the virtual conference. The ESU will also provide links to an electronic copy of the agenda, all documents being considered at the meeting, and the current version of the Open Meetings Act;
7. No more than one-half of the ESU's meetings are held by virtual conferencing in a calendar year.

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|-------------------|--------------------------------|
| Legal Reference:  | § 84-1411 (2) (3), (5) and (6) |
| Date of Adoption: | August 13, 2024                |

B. Quorum

A majority of the members of the Board shall constitute a quorum for the transaction of business.

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|-------------------|-----------------|
| Legal Reference:  |                 |
| Date of Adoption: | August 13, 2024 |

**Section 9 Public Attendance and Participation**

A. Open Meetings Act Poster

At least one current copy of the Open Meetings Act shall be posted in the meeting room at a location accessible to members of the public. At the beginning of each meeting the public shall be informed about the location of the posted information by announcement of the President.

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|-------------------|-----------------|
| Legal Reference:  | § 84-1412 (8)   |
| Date of Adoption: | August 13, 2024 |

B. Attend

Members of the public shall be permitted to attend all Board meetings. Members of the public will not be required to identify themselves in order to be admitted to the meeting.

The Board may allow advisors, consultants, and other persons who are not participating as Board members to appear at the meeting via telephone or other similar means.

The President has the authority to ensure that all persons conduct themselves in an orderly manner at the meeting. Undue interruption or other interference with the orderly conduct of business will not be allowed. The President may order persons who are disorderly to be removed from the meeting.

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| Legal Reference:  | § 84-1411 (3) and (6)<br>§ 84-1412 (1) and (3) |
| Date of Adoption: | August 13, 2024                                |

C. Hear

The Board shall, upon request, make a reasonable effort to accommodate the public's right to hear the discussion and testimony presented at the meeting.

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|-------------------|-----------------|
| Legal Reference:  | § 84-1412 (7)   |
| Date of Adoption: | August 13, 2024 |

D. Record

Members of the public may use recording devices (tape recorder, video camera, etc.) to record any

part of a meeting of the Board, except for closed sessions.

The President shall control the placement of any recording device so the device does not obstruct the view of Board members or other members of the public attending the meeting and does not otherwise interfere with the meeting.

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|-------------------|-----------------|
| Legal Reference:  | § 84-1412 (1)   |
| Date of Adoption: | August 13, 2024 |

E. Access to Written Materials

At least one copy of all reproducible written material to be discussed at an open meeting will be made available at the meeting for examination and copying by members of the public.

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|-------------------|-----------------|
| Legal Reference:  | § 84-1412 (8)   |
| Date of Adoption: | August 13, 2024 |

F. Speak

Members of the public will be permitted to speak at Board meetings. Members of the public may also speak when invited to make a presentation or when recognized by the President.

For all meetings of the Board, individual speakers shall have up to 5 minutes to address the Board, and the Board shall hear up to 20 cumulative minutes of public comment. The Board may vote to modify these time limits when the Board deems appropriate. The President may implement other reasonable requirements for public comment, consistent with the Open Meetings Act.

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| Legal Reference:  | § 84-1412 (1) (2) and (3) |
| Date of Adoption: | August 13, 2024           |

**Section 10 Closed Sessions**

A. When Closed Sessions May Be Held

The Board may hold a closed session by the affirmative vote of a majority of its voting members if a closed session is clearly necessary for the protection of the public interest or for the prevention of needless injury to the reputation of an individual and if such individual has not requested a public meeting.

Items for which closed sessions may be held include but are not be limited to:

1. strategy sessions with respect to collective bargaining, real estate purchases, or litigation;
2. discussion regarding deployment of security personnel or devices;
3. investigative proceedings regarding allegations of misconduct; and
4. evaluation of the job performance of a person when necessary to prevent needless injury to the reputation of a person and if such person has not requested a public

meeting.

A closed meeting may not be held for the purpose of discussing the appointment or election of a new member to the Board.

The term “closed session” includes within its meaning any “executive session” or “executive meeting,” all of said terms being interchangeable.

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|-------------------|-----------------|
| Legal Reference:  | § 84-1410 (1)   |
| Date of Adoption: | August 13, 2024 |

B. Procedure for Closed Sessions

1. Vote to Hold Closed Session: The subject matter and the reason necessitating the closed session shall be identified in the motion to close. The motion requires the affirmative vote of a majority of the voting members and shall be taken in open session.
2. Restate Subject Matter Limitation: If the motion to close passes, the President shall restate on the record the limitation of the subject matter of the closed session immediately prior to the closed session.
3. Restrict Discussions in Closed Session: The Board will restrict its consideration of matters during closed sessions to only those purposes set forth in the motion to close as the reason for the closed session.
4. No Action in Closed Session: The meeting shall be reconvened in open session before any formal action may be taken. For purposes of this policy, formal action shall mean a collective decision or a collective commitment or promise to make a decision on any question, motion, proposal, resolution, order, or ordinance or formation of a position or policy. Formal action shall not, however, include negotiating guidance given by Board members to legal counsel or other negotiators in closed sessions relating to strategy sessions with respect to collective bargaining, real estate purchases, pending litigation, or litigation which is imminent as evidenced by communication of a claim or threat of litigation to or by the ESU.
5. Challenge to Continuation of Closed Session: Any Board member shall have the right to challenge the continuation of a closed session if the member determines that the session has exceeded the reason stated in the original motion to hold a closed session or if the member contends that the closed session is neither clearly necessary for (a) the protection of the public interest or (b) the prevention of needless injury to the reputation of an individual. Such challenge shall be overruled only by a majority vote of the Board. Such challenge and its disposition shall be recorded in the minutes.
6. Minutes of Closed Session: The minutes of a meeting at which a closed session is held will set forth the entire motion, the vote of each member on the question of holding a closed session, and the time when the closed session commenced and



concluded. Minutes of matters discussed in closed or executive session need not be kept.

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| Legal Reference:  | § 84-1410 (2) and (3) |
| Date of Adoption: | August 13, 2024       |

**Section 11 Voting and Board Operating Procedures**

A. Voting

Any action taken on any question or motion duly moved and seconded shall be by roll call vote in open session. Each Board member must vote on all matters, except when the member has a conflict of interest that precludes voting.

The roll shall be called and votes recorded for or against each motion. The record shall state how each member voted, or if the member was absent or not voting. The requirements of a roll call or viva voce vote may be satisfied by use of an electronic voting device which allows the yeas and nays of each member of the board to be readily seen by the public.

A majority vote of the quorum present shall be sufficient to adopt a motion or other action except where the law or Board policy specifies otherwise.

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|-------------------|-----------------|
| Legal Reference:  | § 84-1413 (2)   |
| Date of Adoption: | August 13, 2024 |

B. Parliamentary Procedures

The rules of parliamentary procedures will serve as a guide for the Board in its deliberation when the issue in question is not covered by Board policy. All procedural matters related to motions and parliamentary procedures that are not covered by statute or ESU policy will be governed by parliamentary procedures embodied in the current edition of Robert’s Rules of Order. The President shall decide all questions of order, subject to an appeal to the Board.

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|-------------------|-----------------|
| Legal Reference:  |                 |
| Date of Adoption: | August 13, 2024 |

**Section 12 Minutes**

The Board shall keep minutes of all meetings showing the time and place, members present and absent, the substance of all matters discussed, and other matters required by law. The resignation of a Board member or any other circumstance that results in a vacancy in office shall be made a part of the minutes.

The minutes shall be prepared by the Recording Secretary immediately following the meeting. The minutes shall be written and available for inspection by the public and for distribution to the members of the Board within 10 working days, or prior to the next convened meeting, whichever occurs earlier. The minutes shall be a part of the agenda for the next regular meeting at which time they shall be corrected, if necessary, and approved. The minutes shall be kept in the office of

the Administrator. The minutes are public records and are open to public inspection during normal business hours. The minutes may be kept as an electronic record.

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| Legal Reference:  | § 79-570<br>§ 84-1413 |
| Date of Adoption: | August 13, 2024       |