

Quakertown Christian School
Board of Directors Meeting Protocol
Public Participation at Board Meetings

The Board of Directors for QCS desires patrons and interested parties to attend its sessions so that they may become better acquainted with the operation and programs of the school and that the Board may have the opportunity to hear the wishes and ideas of the public.

In order to assure that individuals wishing to appear before the Board may be heard, and at the same time conduct its meetings properly and efficiently, the Board has adopted as policy the following procedures and rules pertaining to public participation during regular monthly Board meetings.

Open Forum:

- A. Any individual desiring to speak shall give their name; affiliation to the school; and the specific agenda item they wish to address.
- B. The presentation should be as brief as possible. Unless an extension of time is granted, a speaker shall be limited to three (3) minutes.
- C. All speakers are asked to be courteous and respectful. *“Let no unwholesome word proceed from your mouth, but only such a word as is good for edification according to the need of the moment, so that it will give grace to those who hear.”* (Ephesians 4:29)
- D. Speakers may offer such objective criticisms of school operations and programs as concern them. In these sessions, however, the Board will not hear personal complaints against school personnel nor against any person connected with the school system. If there are those kinds of issues, the complainant is encouraged to first contact the teacher or administrator closest to the situation, according to the Matthew 18 passage on conflict resolution. Experience has shown that this is the best procedure.

It should be noted that Board meetings are open to the public; however, they are not considered public forums. Undue interruptions or other interference with the orderly conduct of Board business will not be allowed. The Board provides its chair, or other presiding officer, authority to terminate the remarks of any individual when they do not adhere to the rules established above. The presiding officer may terminate the speaker's privilege to speak if, after being called to order, the speaker persists in improper conduct or remarks.

Board Action

No one person, or group of persons, acts in the name of the Board. When an item of business comes before the Board in the form of a motion, it is necessary that a majority of votes be cast in favor of the motion for the Board to act. Members of the Board are without authority to act independently as individual Board members; therefore answers must be deferred pending consideration by the full Board.

The Board has complete and final control over school matters subject only to limitation imposed by federal, state and local law, and other regulations of the state.

Closed Sessions

Closed sessions are normally held to discuss student and personnel matters. These sessions, attended only by Board members, will be held following the open forum in a separate room.

Conclusion

It is hoped that the above information has been helpful in briefly explaining the basic operational procedures of your Board of Directors. We encourage you to attend future meetings of the Board, and we appreciate your continued interest and support of your schools. If you do not wish to attend, but are interested in the proceedings of a Board meeting, minutes are available in the school office for perusal.

Agenda Information

Meetings of the Board of Directors occur the second Thursday of each month (unless there is a conflict that requires rescheduling) and follow an agenda prepared by the Board Chair and/or Executive Director so that its meetings follow a consistent format. Patrons may ask to have items placed on the agenda by presenting a written request to the Board Chair five (5) days before the regular Board meeting.

Sample Agenda Format

- I. Call to Order
- II. Devotions & Prayer
- III. Public Forum
- IV. Consent Agenda Items
- V. Discussion Agenda Items
- VI. New Business
- VII. Prayer Requests
- VIII. Adjournment- Board retires to closed session
- IX. Personnel Session w/ Executive Director
- X. Personnel Session w/o Executive Director
- XII. Closing Prayer & Adjournment

Adopted 3/10/16