

BOARD MEETING PROCEDURES

All meetings of the Brodhead Board of Education shall be held in the School District of Brodhead Board Room, Brodhead High School; 2501 W. Fifth Avenue, unless a different place is designated by resolution or in the notice of the Special Meeting.

The Board will meet at least once a month, with a meeting schedule to be determined annually by the Board.

The President shall start all meetings promptly at the appointed hour, and preside at all meetings of the Board. In the President's absence, the Vice-President will preside. The President is charged with keeping the meeting focused on the agenda.

Board meeting procedures will be guided by *Robert's Rules of Order*. Minutes shall reflect all actions taken by the Board. Discussion by Board members shall be directed to the whole group, in a voice audible to all members.

LEGAL REF: WI. ST. 120.11 (1)

Adopted: _____

Last Revision: January 8, 2003

Last Review: September 14, 2016
