

ballots become an open record, subject to disclosure upon request. Minutes should reflect the voting margin (4-3, 5-2, 6-1, 7-0), even though it is not necessary to record how each member voted on an issue. Four (4) “yes” votes are required to pass any motion. Any member who abstains from voting shall be counted as having voted against the motion. If a member announces a conflict of interest with regard to the issue and leaves the meeting until the voting on the issue is concluded, the member shall be counted as having not voted.

Board members will maintain professional and courteous behavior throughout meetings and demonstrate respect to fellow board members, administration and public participants. Board members should:

- Comment solely on the business under deliberation and not extraneous matters.
- Direct requests for documentation or reports to the superintendent and not to the presenter. The board and the superintendent will agree on a reasonable timeframe for the requested material to be provided to all board members.
- Direct comments or questions to the superintendent or board president, not to members of the audience.
- Set electronic devices in a non-audible mode.
- Direct attention to the presenter and business at hand.
- Inform the superintendent or board president of any pertinent knowledge of an agenda item prior to the meeting and not surprising the board or administration during a meeting.
- Be recognized by the presiding officer before commenting on agenda items under discussion. The board president or designee will focus discussion on the motion at hand and halt discussion that does not apply to the motion.
- Vote on all action items unless a conflict of interest applies.
- Make motions, second motions, and enter into discussion on any agenda item.
- Respect all decisions of the board, especially in cases where votes are not unanimous.
- Publically support all decisions of the board

11.0 OPEN FORUM AT MONTHLY BOARD MEETINGS

Open Forum provides an opportunity for citizen participation at each regular monthly board meeting. Individuals complete a request card prior to the beginning of the meeting. Written materials that accompany oral remarks should be given to the clerk of the board. If public comments do not pertain to items on the meeting’s agenda, it is appropriate for board members to listen to and make note of comments made by citizens. The board president may subsequently direct the superintendent to research issues and provide information to the board and/or the individual patron.

If public comments pertain to an item on that meeting’s agenda, the board president may ask the superintendent to address those comments at that time or when the item is up for board discussion.

The board welcomes and appreciates public interest in the Shawnee Mission School District. Open forum remarks are expected to be presented in a constructive and positive manner. The following behavior is expected from those who address the board of education.

- When called, proceed to the podium, state your name and address and the group or organization you represent, if any.
- Be civil and respectful.
- The following items are inappropriate for open forum:
 - complaints against individual board members and/or individual employees.
 - Private data relating to a student.

Such comments should be submitted in writing to the superintendent and/or board president.

- Time for comments is determined by the board president, based on the number of speakers. Time for each speaker is usually limited to three (3) minutes.

12.0 SPECIAL BOARD MEETINGS

All special board meetings are conducted in public settings and all stakeholders are welcome to attend meetings. Special meetings may be called at any time by the president of the board or by joint action of any three members of the board. Unless waived, written notice, stating the time and place of any special meeting and the purpose for which it is called shall be given each member of the board at least two days in advance of the special meeting, and no business other than that stated in the notice shall be transacted at such meeting.

13.0 EXECUTIVE SESSIONS

Boards of education recess into executive session to protect either the public interest or the privacy interest of a particular individual. If a board member discusses issues which are the topic of executive session outside of executive session, a violation of KOMA may occur.

Executive sessions are not conducted in public settings and the public is not permitted to attend. Executive sessions are only allowed for board discussion for the following exceptions under KOMA:

- Nonelected personnel
- Matters which would be deemed privileged in the attorney-client relationship.
- Employer-employee negotiations.
- Data relating to financial affairs or trade secrets of corporations, partnerships, trusts, and individual proprietorships.
- Actions adversely or favorably affecting a student.
- Matters relating to the acquisition of real property.
- School security matters to ensure the security of the district, its school buildings/facilities, and/or its systems is not jeopardized.