

**BYLAWS**

OF THE

**BOARD OF EDUCATION**

OF THE

**MANHASSET PUBLIC SCHOOLS**

**MANHASSET, NEW YORK**

**Initially Adopted: February 3, 2011**

# **TABLE OF CONTENTS**

## **INTRODUCTION**

### **I. NAME AND CLASSIFICATION**

1. NAME
2. CLASSIFICATION

### **II. AUTHORITY AND POWERS**

1. AUTHORITY AND RESPONSIBILITY
2. POWERS
3. ROLE OF INDIVIDUAL BOARD MEMBERS

### **III. ORGANIZATION OF THE BOARD AND APPOINTMENT OF DISTRICT OFFICERS**

1. COMPOSITION
2. QUALIFICATIONS
3. NOMINATION
4. ELECTION
5. TERM OF OFFICE
6. VACANCIES
7. NEW MEMBERS
8. ELECTION OF OFFICERS OF THE BOARD
9. APPOINTMENT OF DISTRICT OFFICERS
10. OATH OF OFFICE
11. VACANCIES IN OFFICER POSITIONS
12. REMUNERATION
13. APPOINTMENT OF SUPERINTENDENT OF SCHOOLS

### **IV. DUTIES OF THE OFFICERS OF THE BOARD AND THE DISTRICT**

1. DUTIES OF THE PRESIDENT
2. DUTIES OF THE VICE PRESIDENT
3. PRESIDING OFFICER PRO TEMPORE
4. DUTIES OF THE DISTRICT CLERK
5. DUTIES OF THE DISTRICT TREASURER

**V. MEETINGS OF THE BOARD**

1. ANNUAL REORGANIZATIONAL MEETING and ORDER OF BUSINESS FOR ANNUAL REORGANIZATIONAL MEETING
2. REGULAR MEETINGS and ORDER OF BUSINESS FOR REGULAR MEETINGS
3. SPECIAL MEETINGS
4. EXECUTIVE SESSIONS
5. WORKING SESSIONS
6. ANNUAL DISTRICT MEETING
7. SPECIAL DISTRICT MEETING
8. PUBLIC HEARINGS
9. PREPARATION OF MEETING AGENDAS
10. PUBLIC NOTIFICATION OF BOARD MEETINGS
11. APPLICATION OF THE OPEN MEETINGS LAW

**VI. PROCEDURES AT BOARD MEETINGS**

1. QUORUM
2. VOTING
3. BASIC PROCEDURAL RULES FOR BOARD MEETINGS
4. MINUTES OF BOARD MEETINGS
5. GUIDELINES FOR PUBLIC PARTICIPATION AT BOARD MEETINGS
6. GUIDELINES FOR STUDENT DELEGATE PARTICIPATION AT BOARD MEETINGS

**VII. COMMITTEES**

1. AUDIT COMMITTEE
2. STANDING COMMITTEES
3. SPECIAL COMMITTEES
4. VISITING COMMITTEE
5. COMMITTEE POWERS
6. COMPOSITION
7. CITIZENS ADVISORY COMMITTEES

**VIII. PARLIAMENTARY AUTHORITY**

**IX. SUSPENSION OF THE BYLAWS**

**X. AMENDMENTS TO THE BYLAWS**

**XI. PREEMINENCE OF STATUTORY AUTHORITY**

## **INTRODUCTION**

The primary function of a Board of Education is to develop the policies which govern the school district. In order to do so, the Board of Education, a locally elected governing body, must have rules and procedures by which to conduct its business. These rules, or bylaws, contain the fundamental principles that outline the purpose, structure and limits of the Board of Education, and define the duties and responsibilities of its officers and members.

Bylaws are the rules and regulations adopted by the Board of Education for its own internal governance. They are the parameters for promulgating school board policy and provide the legal guidelines and basic framework for its operation and management. It should be noted that all policies and bylaws adopted by the Board must conform to and are subordinate to statutory law.

As a convenience to the reader, statutory references to the laws of the State of New York are provided, where applicable, so that the reader may refer to the cited sections (indicated by the symbol §) for their full content and meaning.

**RULES ARE NECESSARY  
BECAUSE IT IS DANGEROUS  
TO RELY ON THE INSPIRATION OF THE MOMENT  
FOR STANDARDS OF ACTION OR CONDUCT.**

*- George Demeter*

**IT IS NECESSARY  
THAT EVERY DELIBERATIVE BODY  
BE GOVERNED BY RULES OF PROCEDURE  
IN ORDER THAT THE WILL OF A MAJORITY OF ITS MEMBERS  
BE DETERMINED AND REVEALED  
IN AN ORDERLY MANNER.**

*- Paul Mason*

**ARTICLE I**  
**NAME AND CLASSIFICATION**

**SECTION 1. NAME**

This school district is known officially as the Manhasset Union Free School District of the Town of North Hempstead, County of Nassau, State of New York, hereinafter referred to in these Bylaws as the Manhasset Public Schools, the School District or the District.

**SECTION 2. CLASSIFICATION**

This School District is classified as a union free school district. See Education Law §§1701 *et. seq.* Generally, a union free school district is a school district that has been formed from one or more common school districts to operate a high school program.

**ARTICLE II**  
**AUTHORITY AND POWERS**

**SECTION 1. AUTHORITY AND RESPONSIBILITY**

The Manhasset Board of Education (“Board”) has the sole authority and responsibility to establish policies for the operation of the Manhasset Public Schools.

The Board has the authority to adopt policies and bylaws in order to fulfill the general powers and duties of a union free school district in accordance with applicable law. See, e.g., Education Law §1709. Such District Policies and Bylaws shall bind the Board and staff of the District. In the event of a conflict between District policies and Bylaws, District policies shall control.

**SECTION 2. POWERS**

The Board shall act as a legislative body in the determination of appropriate policies for the control, operation and maintenance of the District. The Board shall act as a corporate body in overseeing the District’s affairs, personnel and properties. Carrying out such policies and managing District affairs shall be the responsibilities of the District administration.

**SECTION 3. ROLE OF INDIVIDUAL BOARD MEMBERS**

Individual Board members shall have authority only when they are acting as part of the Board in legal session. No member of the Board, as an individual, has the right to exercise the authority of the Board unless he or she is specifically delegated authority to act on the Board’s behalf.

**ARTICLE III**  
**ORGANIZATION OF THE BOARD**  
**AND APPOINTMENT OF DISTRICT OFFICERS**

**SECTION 1. COMPOSITION**

The Board consists of five members. Education Law §2101(2).

**SECTION 2. QUALIFICATIONS**

State Law requires that Board members be, among other things, citizens of the United States; at least 18 years of age; and able to read and write. Board members must also have been residents of the School District for a continuous and uninterrupted period of at least one year prior to their election. Education Law §2102.

**SECTION 3. NOMINATION**

A candidate for a position on the Board must be nominated by petition addressed to the District Clerk. Copies of a nominating petition may be obtained from the District Clerk. The petition must be signed by at least two percent (2%) of the number of people who voted in the previous annual election of Board members or 25 qualified voters, whichever number is greater. The petition shall state, among other things, the length of term of the position for which the candidate is being nominated. The petition shall be filed with the District Clerk not later than 30 days prior to the scheduled election date. Education Law §2018.

**SECTION 4. ELECTION**

The election of Board members shall take place on a date scheduled by New York State. Education Law §2002. Voting shall be by voting machines, or as otherwise determined by law (Education Law §2035), except that absentee ballots shall be provided as needed (Education Law §2018-a). Proxy voting is not permitted.

**SECTION 5. TERM OF OFFICE**

The term of office of each member is three years. Education Law §2105. The terms shall be overlapping with no more than two full terms expiring in a given year.

**SECTION 6. VACANCIES**

In the event of a vacancy, the Board, by a majority vote, may appoint a qualified person to fill the vacancy only until the next regular school district election or may conduct a special election to fill the vacancy within 90 days after it occurs. Education Law §1709(17). In the event of a special election, the newly elected Board member shall take office immediately upon filing an oath of office, and shall serve for the remainder of the unexpired term Education Law §2113(3).

## **SECTION 7. NEW MEMBERS**

All Board members must comply with the legal requirements for training as established by New York State, including participation in at least six hours of training on the financial oversight, accountability and fiduciary responsibilities of school board members. See Education Law §§2101 *et seq.* In addition, Board members who are elected or appointed for a first term beginning on or after July 1, 2011 must complete, within the first year of their term, training on the powers, functions and duties of school boards; as well as training on the powers and duties of other governing and administrative authorities affecting public education. Education Law §2102-a(1)(b). Moreover, the Board shall provide a program of orientation for new Board members that may include, but is not limited to:

1. Attendance at transitional meetings with the Board and the Superintendent;
2. Individual or group orientation meetings with Board members, the Superintendent and other administrators;
3. Encouragement to attend meetings offered by school board associations; and
4. Provision of appropriate orientation materials including District School Board Policies, these Bylaws, the current edition of the New York State School Boards Association's "School Law", copies of negotiated contracts, and other relevant information.

## **SECTION 8. ELECTION OF OFFICERS OF THE BOARD**

The President and Vice President of the Board shall be elected from the members of the Board at its annual reorganizational meeting. Education Law §1701. The vote of a majority of the full membership of the Board shall be necessary for the election. General Construction Law §41. Each Board officer shall hold office for one year or until a successor is elected. Board officers are eligible for reelection.

## **SECTION 9. APPOINTMENT OF DISTRICT OFFICERS**

The District Treasurer, Assistant Treasurer (if any), Claims Auditor and District Clerk shall be appointed by the Board at its annual reorganizational meeting. The vote of the majority of the full membership of the Board shall be necessary for appointment. General Construction Law §41. The District Treasurer, Assistant Treasurer (if any), Claims Auditor and District Clerk shall hold office for one year and shall be eligible for reappointment See Appeal of Foshee, 38 Ed. Dept. Rep. 346 (1998). For a vacancy in the office of District Treasurer, Assistant Treasurer (if any), Claims Auditor or District Clerk the Board shall appoint a qualified person to fill the vacancy until the next annual reorganizational meeting of the Board. Board members may not hold the office of District Treasurer, Assistant Treasurer (if any), Claims Auditor, or District Clerk. Education Law §2103(1). Separate individuals must hold each of these offices. Education Law §2130; 8 N.Y.C.R.R. §170.2(a). Additional legal requirements may apply to each office.

**SECTION 10. OATH OF OFFICE**

Newly elected or reelected Board members, Board officers and District officers shall take the Constitutional oath of office prior to exercising the duties of such office. The oath shall be administered at the Annual Reorganizational Meeting of the Board, except in cases where a term of office may commence earlier. This oath must be filed with the District Clerk within 30 days after the term of office begins. Public Officers Law §10.

**SECTION 11. VACANCIES IN BOARD OFFICER POSITIONS**

In the event of a vacancy in the office of Board President or Vice President, the Board shall elect a successor to said President or Vice President. During a vacancy in the office of Board President, the Vice President shall act as Board President until the successor Board President is elected. Education Law §1701.

**SECTION 12. REMUNERATION**

Board members shall not receive compensation for their services as Board members. They may, however, be reimbursed for reasonable expenses incurred in connection with the performance of their duties inside or outside the School District and authorized by the Board, including attendance at meetings and conferences. Education Law §2118. The Board is authorized to determine the compensation for the District Treasurer, Superintendent of Schools, Claims Auditor and District Clerk. Education Law §§2123, 2130(3) and 2506.

**SECTION 13. APPOINTMENT OF SUPERINTENDENT OF SCHOOLS**

The Board has the authority and the duty to appoint a Superintendent of Schools by a majority vote of the full membership of the Board. General Construction Law §41. The Board may enter into a contract with the Superintendent of Schools for a contract term that is not less than three years or more than five years. Education Law §1711(3). The Board may extend an existing contract, or supplant a prior contract with a new one, provided that the duration of the initial contract, contract extension or subsequent contract does not exceed the statutory limitation of five years. The Superintendent shall have the right to speak on all matters before the Board but shall have no vote. Education Law §1711. He/She shall attend all meetings and participate in all regular and special meetings of the Board and executive meetings of the Board except those concerning the renewal of the Superintendent's contract or changes in his/her remuneration.

**ARTICLE IV**  
**DUTIES OF THE OFFICERS OF THE BOARD AND THE DISTRICT**

**SECTION 1. DUTIES OF THE PRESIDENT**

Except as otherwise provided by law or by order of the Board, the President shall preside at all meetings, appoint the chair of each committee, execute all documents on behalf of the Board, and exercise all other powers and perform all other duties ordinarily pertaining to the office of Board President. The Board President shall have a vote upon all questions before the Board and shall have the right to make motions and to take part in the debate on any question under consideration.

**SECTION 2. DUTIES OF THE VICE PRESIDENT**

The Board Vice President shall exercise the powers and perform the duties of the President in the latter's absence or disability.

**SECTION 3. PRESIDING OFFICER PRO TEMPORE**

In the event that both the Board President and Vice-President are absent from a Board meeting, the role of presiding officer pro tempore shall be assumed by the Board member with the most seniority on the Board who is both present and willing to accept such position. Such presiding officer pro tempore shall have the power to exercise the duties of Board president only at that meeting during the absence of both the Board President and Vice-President.

**SECTION 4. DUTIES OF THE DISTRICT CLERK**

The duties of the District Clerk shall include, but are not limited to, recording minutes of all Board meetings and maintaining other relevant District records, in conformance with Education Law §2121 and other relevant laws.

**SECTION 5. DUTIES OF THE DISTRICT TREASURER**

The District Treasurer shall be the chief accounting officer and the custodian of all moneys belonging to the District. The duties of the District Treasurer shall conform to all relevant provisions of the Education Law (e.g., Education Law §1720 and §2130), as well as the Rules and Regulations of the State Commissioner of Education. The Board may appoint an Assistant Treasurer to authorize payments in lieu of the District Treasurer in case of the absence or inability of the District Treasurer.

**SECTION 6. DUTIES OF THE CLAIMS AUDITOR**

The Claims Auditor shall have the exclusive authority to audit all claims, and to allow or reject all accounts, charges, claims, or demands against the District. Education Law §1709(20-a).

**ARTICLE V**  
**MEETINGS OF THE BOARD**

**SECTION 1. ANNUAL REORGANIZATIONAL MEETING and ORDER OF BUSINESS FOR ANNUAL REORGANIZATIONAL MEETING**

The Board shall, by resolution, determine that the Annual Reorganizational Meeting of the Board shall be held during the first 15 days in the month of July. Education Law §1707(2).

The meeting shall be called to order by the previous Board President or his/her designee, who shall preside until the election of a new Board President. The order of business to be conducted at the Annual Reorganization Meeting shall include the following items as required or implied by State Law or Regulations:

1. Administration of oath to newly elected and/or reelected Board members;
2. Election and swearing in of the Board President and Vice President;
3. Swearing in of the Superintendent of Schools;
4. Appointment and swearing in of the District Clerk, District Treasurer, Assistant Treasurer and Claims Auditor;
5. Other appointments and establishment of stipends, (e.g., stipends for the School Physician, School Attorney, and Bond Counsel);
6. Designation of official depositories for District funds; official District newspapers; and
7. Authorization for person(s) designated to sign checks; certify payrolls; open bids; approve budget transfers; establish petty cash funds and amounts; serve as purchasing agent and assistant purchasing agent; and attend conferences.

**SECTION 2. REGULAR MEETINGS and ORDER OF BUSINESS FOR REGULAR MEETINGS**

Regular meetings of the Board shall be held on such dates as the Board may determine, but not less than once per month while schools are in session, and, in no event, less often than once in each quarter of the year. Education Law §1708(1). Dates of regular Board meetings shall be established by the Board at the Annual Reorganizational Meeting and will be published on the official District website at [www.manhasset.k12.ny.us](http://www.manhasset.k12.ny.us) and in the District's calendar.

Unless otherwise determined by general consent or majority vote of the Board, the order of business at regular Board meetings generally shall be as follows:

1. Approval of Minutes;
2. Student / Staff Recognition;
3. Communications / Announcements;

4. Board/Administrative Affairs (e.g., Special Presentations and Policy Reviews);
5. Student Matters and Curriculum (e.g., Superintendent's Report);
6. Facilities;
7. Finance, Business and Operations;
8. Personnel;
9. Information Items Only;
10. Board Discussion (no formal action to be taken, e.g., Board committee reports);
11. Consent Agenda; and
12. Open Time (limited to no more than 30 minutes). The presiding Board officer shall have the discretion to determine the amount of time available for public discussion, unless the Board agrees by a majority vote to a longer period of time. Guidelines for public participation at Board meetings are outlined in Article VI, Section 5 of these Bylaws.

Routine matters to be approved may be done through the consent agenda, which lists matters that are not expected to be controversial.

1. Prior to voting on the consent agenda, the Chair shall allow time for the Board to determine whether the consent agenda includes any matters that any Board member may wish to discuss, question, or oppose.
2. Any member has the right to request the removal of any item from the consent agenda. Upon agreement by a majority vote of the Board, the item will be transferred to the regular agenda so that it may be considered and voted on separately.
3. The remaining items on the consent agenda are then unanimously approved en bloc (as a whole) without discussion, saving the time that would otherwise be required for individual votes.

The Board will not take action on any items that are not listed on the public agenda, except in emergency situations.

Guidelines for public participation at Board meetings are outlined in Article VI, Section 5 of these Bylaws.

### **SECTION 3. SPECIAL MEETINGS**

Special meetings of the Board may be ordered by any member of the Board as long as prior written notice of the meeting is given to all other Board members at least 24 hours in advance. Education Law §1606(3). Special meetings shall be held at the time specified in such prior written notice of the special meeting. In the event of an emergency such that notice cannot be given 24 hours in advance, a special meeting may be held as long as each Board member waives the prior notice requirement. A record of such waivers shall be

entered in the meeting minutes. To the extent practicable, public notice of a special meeting shall be given to the news media and posted on the official District website at a reasonable time prior to the meeting. Public Officers Law §104.

#### **SECTION 4. EXECUTIVE SESSIONS**

Although the Open Meetings Law calls for Board meetings to be open to the public, it does provide, under certain circumstances, for executive sessions at which only Board members and others invited by the Board may be present. The vote to go into executive session requires a majority vote of the full Board and must be taken at an open Board meeting. The motion to go into executive session must specify the subject(s) to be discussed in executive session. The eight subjects that may be discussed in executive session include the following:

1. Matters which will imperil the public safety if disclosed;
2. Any matter which may disclose the identity of a law enforcement agency or informer;
3. Information relating to current or future investigation or prosecution of a criminal offense which would imperil effective law enforcement if disclosed;
4. Discussions regarding proposed, pending or current litigation;
5. Collective negotiations pursuant to Article 14 of the Civil Service Law (the "Taylor Law");
6. The medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation;
7. The preparation, grading or administration of examinations;
8. The proposed acquisition, sale or lease of real property or the proposed acquisition, sale or exchange of securities, but only when publicity would substantially affect the value thereof.

Public Officers Law §105.

In addition, subjects that must be discussed in private include any matter made confidential by Federal or State law, such as the Family Educational Rights and Privacy Act (FERPA); Individuals with Disabilities Education Act (IDEA); or New York Civil Practice Law and Rules. Public Officers Law §108(3). The Board may also discuss any judicial or quasi-judicial proceeding in private. Public Officers Law §108(1).

An executive session may be terminated only by returning to public session.

With certain limited exceptions, no official action can be taken by the Board on issues discussed in executive session without first returning to public session for a formal vote.

## **SECTION 5. WORKING SESSIONS**

The Board may schedule working sessions. Board members will not take action on any issues in a working session, but rather will discuss issues among themselves and the Superintendent. All working sessions shall be open to the public, but members of the public will only act as observers. At its discretion, the Board may permit public comments at working sessions.

## **SECTION 6. ANNUAL DISTRICT MEETING**

The Board shall hold the Annual District Meeting (also known as the Annual School Board Election and District Budget Vote) so that qualified residents may vote on the proposed school budget, Board candidates and such other propositions as may be submitted to the voters in accordance with Article 41 of the Education Law.

## **SECTION 7. SPECIAL DISTRICT MEETINGS**

Special District Meetings may be called when the Board deems it necessary and proper (Education Law §2007[1]), or as otherwise required by law (Education Law §§2005, 2008 and 2113[2]). Notice of each Special District Meeting shall state the purposes(s) for which it is called and no other business shall be transacted at such meeting. Education Law §§2004 and 2007. Generally, rules pertaining to Special District Meetings are similar to those pertaining to the Annual District Meeting.

## **SECTION 8. PUBLIC HEARINGS ON BUDGET AND OTHER MATTERS**

The Board shall endeavor to adopt a budget calendar and to hold public hearings on the proposed budget as indicated on such calendar. Prior to the adoption of a proposed budget, the Board shall endeavor to conduct at least one working session to discuss the proposed budget. After the Board has adopted a proposed budget, the Board shall schedule at least one public hearing on such proposed school budget, not more than 14 nor less than seven days prior to the day of the budget vote. Education Law §1716. Additional public hearings on other matters may be scheduled by the Board.

## **SECTION 9. PREPARATION OF MEETING AGENDAS**

Preparation of the agendas for Board meetings shall be the responsibility of the Board President and Vice President or their designee(s). Individual Board members and the Superintendent may contribute agenda items. The agenda of all regular meetings of the Board shall provide time for remarks by members of the general public who wish to be heard by the Board. A copy of the Board meeting agenda may be accessed 48 hours prior to the scheduled meeting date and time on the official District website at [www.manhasset.k12.ny.us](http://www.manhasset.k12.ny.us).

## **SECTION 10. PUBLIC NOTIFICATION OF BOARD MEETINGS**

Public notice of the time and place of a Board meeting scheduled at least one week prior thereto shall be given to the news media at least 72 hours prior to such meeting, posted conspicuously in one or more designated public locations and posted conspicuously on the official District website. Public Officers Law §104.

To the extent practicable, public notice of the time and place of all other Board meetings shall be given to the news media and posted conspicuously on the official District website at a reasonable time prior thereto. Public Officers Law §104.

## **SECTION 11. APPLICATION OF THE OPEN MEETINGS LAW**

The provisions of the Open Meetings Law apply to all Board meetings (Public Officers Law, Art. 7).

# **ARTICLE VI** **PROCEDURES AT BOARD MEETINGS**

## **SECTION 1. QUORUM**

A majority of the full membership of the Board shall constitute its quorum. General Construction Law §41.

## **SECTION 2. VOTING**

The affirmative public vote of a majority of the full membership of the Board shall be required to exercise the authority of the Board in the transaction of its business. The method of voting shall be at the discretion of the presiding officer, as long as such method clearly reveals how each Board member votes. Public Officers Law §87(3)(a). Board members may vote through the use of videoconferencing in accordance with the Open Meeting Law (Public Officers Law §§102 and 103), but may not vote by telephone or email.

## **SECTION 3. BASIC PROCEDURAL RULES FOR BOARD MEETINGS**

Consistent with commonly-accepted rules for the conduct of business by small boards (*e.g.*, boards with 12 or fewer members), the basic rules of procedure for Board meetings shall be as follows:

1. Members are not required to be recognized prior to making motions and speaking;
2. Motions do not require a second;
3. There is no limit to the number of times a member may speak on a question;
4. Informal discussion of a subject on the agenda is permitted while no motion is pending;
5. The presiding officer may make motions and vote on all questions; and

6. There is no limitation as to when or how many times the motion to reconsider may be moved. Reconsideration may only be moved by a member who voted on the prevailing side, by a member who abstained or by a member who was absent. A majority vote is required to reconsider.

#### **SECTION 4. MINUTES OF BOARD MEETINGS**

Minutes should contain a record of action taken by the Board rather than a summary of the discussion leading to the action. Minutes should contain the following:

1. Name of the Board;
2. The type of meeting (e.g., Board meeting, special meeting);
3. Date, place and time of meeting; Notation of presence or absence of Board members and time of arrival or departure of member(s) if different from the time of the call to order and adjournment;
4. Names and titles of the Superintendent, District Clerk and other key functionaries who were present;
5. Approximate number of visitors;
6. Whether the minutes of the previous meeting were approved as distributed or as corrected;
7. Record of correspondence presented at the meeting ;
8. A record of each motion placed before the Board, except those that were withdrawn, and the wording in which each motion was adopted or otherwise disposed of;
9. Record of how each Board member voted;
10. Record of reports made by Board members or staff;
11. Time of adjournment; and
12. Signature of the District Clerk.

As soon as minutes are approved by the Board, the District Clerk shall keep a record of such minutes and shall ensure that the approved minutes are posted on the official District website at [www.manhasset.k12.ny.us](http://www.manhasset.k12.ny.us). Whenever minutes are accepted as corrected based on suggestions made by Board members, Board members shall receive, as soon as practicable, the corrected section of the minutes for their files.

#### **SECTION 5. GUIDELINES FOR PUBLIC PARTICIPATION AT BOARD MEETINGS**

In order that the public may be advised as to action(s) contemplated by the Board, the Board will not, except in appropriate exigent circumstances, take action on any items of business which do not appear on the regular meeting agenda. A copy of the Board meeting agenda may be accessed 48 hours prior to the scheduled meeting date and time on the official District website at [www.manhasset.k12.ny.us](http://www.manhasset.k12.ny.us).

An individual who wishes to address the Board may do so by:

1. **Writing to the Board in advance of the meeting.** Correspondence requesting that an item or issue be placed on the agenda of a future regular Board meeting, may be addressed to the Board and sent either by email to [boe@manhasset.k12.ny.us](mailto:boe@manhasset.k12.ny.us) or by mail to: Manhasset Board of Education, 200 Memorial Place, Manhasset, NY 11030. At its discretion, the Board may determine whether the correspondence is to be placed on the agenda of a regular Board meeting. Dates of regular Board meetings shall be established by the Board at the Annual Reorganizational Meeting and will be published on the official District website at [www.manhasset.k12.ny.us](http://www.manhasset.k12.ny.us) and in the District's calendar. In the event that the item is placed on the agenda of a regular Board meeting, the writer or the writer's designee may comment on the correspondence at the Board meeting. At the presiding officer's discretion, speakers may be limited to one representative for multiple letters expressing a similar sentiment on the same matter. Correspondence must be received no later than midnight on the Wednesday one full week preceding the Board meeting.
2. **Speaking during "Open Time" on any item that is or is not on the agenda.** Speakers shall use the centrally-located microphone and lectern, when available. Prior to addressing the Board, speakers should state their name and organizational affiliation, if any. The presiding Board officer shall have the discretion to determine the amount of time available for public discussion.
3. **Speaking during a public comment period on an item that is on the agenda, prior to the Board taking a vote on that agenda item.**
  - a. Members of the public may speak on an item of business under voting consideration by the Board after the Board members, the Superintendent and Student Delegate to the Board finish their discussion and prior to the time that the Board votes on the item. Questions and comments should be confined to the item immediately under discussion. Speakers shall use the centrally-located microphone and lectern, when available. Prior to addressing the Board, speakers should state their name and organizational affiliation, if any.
  - b. At his or her discretion, the presiding Board officer shall determine the amount of time available for public discussion prior to putting a pending item to a vote by the Board.

In order to speak during Open Time or during a public comment period, an individual either may fill out a request card (available in the Board meeting room) and hand it to the District Clerk prior to or during the Board meeting, or seek recognition to speak from the floor. Priority to speak will be given to those individuals who have completed a request card and, if time permits, questions or comments may be taken from the floor.

Questions and comments should be addressed to the entire Board and not to individual Board members, the Superintendent or members of the audience. In lieu of or in addition to oral presentations, written statements may be received by the Board. Board members may enter into a dialogue with a speaker for purposes of clarification and information. Speakers shall not repeat points already made by previous speakers. If more residents wish to speak than time allows, the Board may carry over the item under consideration to the next Board meeting to enable residents who have expressed a desire to speak to do so.

The Board expects that speakers will observe the commonly-accepted rules of courtesy, decorum, dignity, and good taste. The use of what the Board deems to be intemperate, abusive, or defamatory language will not be permitted.

## **SECTION 6. GUIDELINES FOR STUDENT DELEGATE PARTICIPATION AT BOARD MEETINGS**

Student Delegates to the Board of Education shall be elected or chosen from Manhasset High School. Delegates must be a senior at Manhasset High School and must have attended Manhasset High School for at least two years prior to his or her selection. Education Law §1702(3). Additional rules may govern the selection of Student Delegates.

Student Delegates may attend all public Board meetings as a non-voting Board member and may speak on items of business under consideration by the Board prior to discussion by the general public and prior to the Board vote. Student Delegates may not attend executive sessions of the Board.

## **ARTICLE VII COMMITTEES**

### **SECTION 1. AUDIT COMMITTEE**

New York State law requires the Board to establish an Audit Committee. The Audit Committee shall be an advisory committee that reviews and advises the Board on matters related to the District's independent annual audit and the internal audit function. The Audit Committee shall consist of at least three (3) members who are charged with fulfilling the duties of an audit committee as set forth in the Education Law and Commissioner's Regulations. See Education Law §2116-c; 8 N.Y.C.R.R. §170.12(d). The duties of the Audit Committee shall be described in the specific Charter for such Committee as approved by the Board.

### **SECTION 2. STANDING COMMITTEES**

The Board shall establish Standing Committees of the Board, as needed.

### **SECTION 3. SPECIAL COMMITTEES**

The Board President shall appoint such special committees as may, from time to time, be deemed necessary or advisable by the Board. The duties of each special committee shall be advisory in nature and shall be described at the time of its appointment. The special committee shall be deemed dissolved when the committee has made its report to the Board.

### **SECTION 4. VISITING COMMITTEE**

Consistent with Education Law §1708(2), the Board shall appoint one or more Visiting Committees, consisting of one or more Board members, to visit each school of the District at least once annually for the purpose of observing the general condition thereof. The Visiting Committee shall report on such visit(s) at the next regular Board meeting.

### **SECTION 5. COMMITTEE POWERS**

Unless otherwise empowered by the Board, Board committees shall not have legislative or administrative authority. The function of Board committees shall be to observe, investigate, advise or make recommendations as charged by the Board.

### **SECTION 6. COMPOSITION**

Each Standing Committee, Special Committee, or Visiting Committee shall consist of one or more members of the Board. The President shall be an *ex officio* member of all Standing Committees, Special Committees, and Visiting Committees. The Board may invite members of the staff or the community to participate in the work of these committees under conditions approved by the Board.

### **SECTION 7. CITIZENS ADVISORY COMMITTEES**

1. **Appointment.** The Board may appoint Citizens Advisory Committees at its discretion. The duties of each Citizens Advisory Committee shall be described in specific bylaws for such Committee and approved by the Board. The Committee shall be dissolved at the discretion of the Board.
2. **Powers.** Unless otherwise empowered by the Board, Citizens Advisory Committees shall have no legislative or administrative authority. The function of Citizens Advisory Committees shall be to observe, investigate, advise, or make recommendations, as charged by the Board.
3. **Composition.** Each Citizens Advisory Committee shall be composed of a cross section of parents and community members who have varying interests and experience with the District and who are broadly representative of community interests, attitudes and backgrounds. Committees shall consist of one or more members of the Board as liaisons. The Board may invite District staff members to participate in the work of the Committee under conditions approved by the Board.

**ARTICLE VIII**  
**PARLIAMENTARY AUTHORITY**

Rules contained in the Fourth edition of "The Standard Code of Parliamentary Procedure" (2001) by Alice Sturgis, published by McGraw Hill, shall govern the parliamentary procedures of the Board in all relevant situations, provided that such rules are consistent with applicable law and any other rules of order which the Board may adopt.

**ARTICLE IX**  
**SUSPENSION OF THE BYLAWS**

Bylaws which are not mandated by law may be suspended by general consent or a two-thirds majority vote of the Board. Such suspension shall apply only to the particular instance and matter pending at such time and shall not apply beyond such point.

**ARTICLE X**  
**AMENDMENTS TO THE BYLAWS**

The procedures for amending these Bylaws are identical with those for adopting new Board policies or modifying existing ones (Board Policy 2400).

**ARTICLE XI**  
**PREMINENCE OF  
STATUTORY AUTHORITY**

In the event of any conflict between provisions of these Bylaws and New York State Law, the pertinent provisions of State Law shall control.