

Internal Board Operation

Meeting Procedures *(Most recent review: April 10, 2023)*

Policy adopted: May 11, 1985 (Archdiocesan Board of Education)

Reviewed: May 1, 2010 (Archdiocesan Faith Formation Commission & Catholic School Board); September 1, 2016, September 19, 2019 (Archdiocesan Catholic School Board); April 10, 2023 (Archdiocesan Catholic School Board)

Procedures for Meetings

- I. Preparation of the Agenda
 - A. An Executive Committee will develop the agenda for each meeting. The executive officer of the board is an ex officio member of the committee. Members may submit agenda items to the committee which meets prior to each meeting. The board should publicize the process and requirements for individuals/groups to be placed on the agenda. After the committee meeting, the staff finalizes the agenda and related materials, sending them to the members.
- II. Procedure of Meeting
 - A. Meeting is to start at the scheduled time.
 - B. As a Christian community, the board endeavors to arrive at consensus in its deliberations. Formal decision-making will utilize parliamentary procedures as outlined in Robert's Rules of Order or another procedure of the board's choice.
 - C. The agenda format is as recommended in its constitution
 - D. The chairperson conducts the meeting following the approved agenda.
- III. Committees

The board shall create such committees as appropriate to carry on its business.
- IV. Evaluation

The board conducts a periodic self-evaluation.