

**Descriptor Term:**

**BCBD**

**AGENDA/RULES of ORDER of BOARD MEETINGS**

**ISSUE DATE: 10-18-2004**

**REVISED: 10-07-2019**

The Board of Education recognizes that to serve the best interests of the citizens of the Jackson County School District, the meetings must be conducted in a professional manner, and a formal agenda must be adopted and followed. The agenda will be developed on the Jackson County Web Site in an electronic format.

The agenda will be located under the heading of [www.JCSD.ms](http://www.JCSD.ms), Our District, School Board, Board Agenda, and the specific date the agenda applies.

All items must be submitted to the Superintendent's office no later than 12:00 PM of the last Thursday prior to the board meeting. During the development of the agenda the status will be ***In Progress***.

The agenda will become ***Final*** at 4:30 PM of the Friday prior to the board meeting. Additions to this agenda will only be allowed when it is deemed an emergency or if it is related to student discipline, and has the concurrence of the Superintendent and the Board Chair Person. Items not appearing on the formal agenda will not be discussed unless added according to Roberts Rules of Order.

Special meetings may be set, in conformity to lawful procedures.

An individual or group who wishes to be heard by the Board must first contact the superintendent's office in writing, to be placed on the agenda for the Board meeting. Before contacting the Superintendent to be placed on the agenda, all grievant's should follow the Supervisory chain as outlined in the district's organizational chart. Every attempt should be made to resolve the problem(s) at the lowest level.

**JCSD Election of Board Officers**

The election of the Jackson County School District Board Officers will be conducted annually during the December meeting.

The officers for the JCSD Board are: Chair Person, Vice-Chair Person and Secretary. The duties of the elected Officer's will officially begin January 1st of the new calendar year.