

PRINCE GEORGE'S COUNTY PUBLIC SCHOOLS
Board of Education
Upper Marlboro, Maryland

BOARD OF EDUCATION RULES OF PROCEDURE

I. MEETINGS

§1 Regular Meetings

- A. Regular meetings of the Board shall be held at least once a month in May, August, November, and December and twice a month at all other times, except in July.
- B. Four (4) days' notice including the agenda shall be posted on BoardDocs.

§2 Annual Meetings.

The annual meeting shall be held as prescribed by MD Statute, Education, Division II, Title 4, Subtitle 1, §4-107(a)(4), and the agenda shall be posted on BoardDocs.

§3 Special Meetings

- A. Special meetings may be called by the Chair and shall be called upon written request of six (6) Board members.
- B. Seventy-two (72) hours' notice including the purpose of the meeting shall be posted on BoardDocs.

§4 Internet Meetings.

- A. The Board may meet on an Internet Platform.
- B. Internet Standing Rule
 - 1. Members shall
 - a. Keep their video on and remain on camera at all times,
 - b. Keep their microphones on mute until recognized by the chair,
 - c. Raise their hand icon and wait to be recognized by the chair, and
 - d. Unmute their microphone to speak and mute it when done speaking.
 - 2. Members may speak twice on any motion for two minutes each time.
 - 3. Failure to adhere to the Internet standing rules will result in the member being removed until the member can rejoin when the rules can be adhered to.

§5 Quorum.

The quorum shall be as prescribed by MD Statute, General Provisions, Title 3, Subtitle 1, §3-101(k).

II. ORDER OF BUSINESS

- Call to order
 1. Roll Call
 2. Read Closing Statement
 3. Motion to Close the meeting
 4. Recess

- Call to order
 5. Opening Ceremonies
 6. Roll call
 7. Adoption of Agenda
 8. Approval of Minutes
 9. Newsbreak
 10. Report of the Chair
 11. Public Comment
 12. Report of the Superintendent
 13. Reports of Committees
 14. Presentations
 15. Consent Agenda
 16. Unfinished Business
 17. General Orders
 18. New Business

- Adjourn

III. CONSENT AGENDA

- §1 Items on the consent agenda shall be adopted in gross without discussion.
- §2 On demand of a single member any item may be pulled from the consent agenda.
- §3 An item pulled from the consent agenda shall be placed under General Orders.

IV. LIMIT OF DISCUSSION

- §1 A member’s first discussion shall be limited to two and a half (2.5) minutes per item of business.
- §2 A member’s second discussion shall be limited to two and a half (2.5) minutes per item of business.

V. VOTES

- §1 An act of the board requires a majority vote of the board as prescribed by MD Statute, Education, Division II, Title 3, Subtitle 10, §3-1004(b), or Title 4, Subtitle 4, §4-403(b)
- §2 Votes shall be taken by roll call.

VI. PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Board in all cases to which they are applicable and in which they are not inconsistent with State Law, Local Law, any Special Rules of Order or Rules of Procedure, the Board may adopt.

APPENDIX I

MARYLAND STATUTES - EDUCATION DIVISION II ELEMENTARY AND SECONDARY EDUCATION

Title 3 Establishment of County Boards of Education

Subtitle 10 Prince George's County

§3-1002 Membership.

- (a) In this subtitle, "elected member" means a member of the Prince George's County Board elected from one of the nine school board districts described in §3-1001 of this subtitle.
- (b) The Prince George's County Board consists of 10 members as follows:
 - (1) Nine elected members, each of whom resides in a different school board district; and
 - (2) One student member selected under subsection (f)(2) of this section.
- (c) ...
 - (1) One member of the county board shall be elected from each of the nine school board districts described in §3-1001 of this subtitle.
 - (2) From the time of filing as a candidate for election, each candidate shall be a registered voter of the county and a resident of the school board district the candidate seeks to represent.
 - (3) An elected member shall forfeit the office if the member:
 - (i) Fails to reside in the school board district from which the member was elected, unless this change is caused by a change in the boundaries of the district; or
 - (ii) Fails to be a registered voter of the county.
 - (4) A member may not hold another office of profit in county government during the member's term.
 - (5) Each elected member of the county board shall be nominated by the registered voters of the member's school board district.
- (d) The elected members of the county board shall be elected:
 - (1) At the general election every 4 years; and
 - (2) By the voters of the school board district that each member represents.
- (e) ...
 - (1) If a candidate for the county board dies or withdraws the candidacy during the period beginning with the date of the primary and ending 70 days before the date of the general election, the Board of Elections shall:
 - (i) Replace the name of the deceased or withdrawn candidate on the ballot for the general election with the name of the candidate who received the next highest number of votes in the primary election; or

- (ii) If a contested primary was not held, reopen the filing process to allow other persons to file as candidates.
- (2) ...
 - (i) Except as otherwise provided in subparagraph (ii) of this paragraph, the Board of Elections shall add to the ballot for the general election the name of any person who files as a candidate in accordance with paragraph (1)(ii) of this subsection.
 - (ii) The Board of Elections may not add additional candidates to the ballot for the general election within 70 days before the date of the election.
- (f) ...
 - (1) The student member shall be an eleventh or twelfth-grade student in the Prince George's County public school system during the student's term in office.
 - (2) An eligible student shall file a nomination form at least 2 weeks before a special election meeting of the Prince George's Regional Association of Student Governments. Nomination forms shall be made available in the administrative offices of all public senior high schools in the county, the office of student concerns, and the office of the president of the regional association. The delegates to the regional association annually shall elect the student member to the board at a special election meeting to be held each school year.
 - (3) The student member may vote on all matters before the board except those relating to:
 - (i) Capital and operating budgets;
 - (ii) School closings, re-openings, and boundaries;
 - (iii) Collective bargaining decisions;
 - (iv) Student disciplinary matters;
 - (v) Teacher and administrator disciplinary matters as provided under §6-202(a) of this article; and
 - (vi) Other personnel matters.
 - (4) On an affirmative vote of a majority of the elected members of the county board, the board may determine if a matter before the board relates to a subject that the student member may not vote on under paragraph (3) of this subsection.
 - (5) Unless invited to attend by an affirmative vote of a majority of the elected members of the county board, the student member may not attend an executive session that relates to hearings on appeals of special education placements, hearings held under §6-202(a) of this article, or collective bargaining.
 - (6) The Prince George's Regional Association of Student Governments may establish procedures for the election of the student member of the county board.
 - (7) The election procedures established by the Prince George's Regional Association of Student Governments are subject to the approval of the elected members of the county board.

- (g) ...
- (1) An elected member serves for a term of 4 years beginning on the first Monday in December after the member's election and until the member's successor is elected and qualifies.
 - (2) The student member serves for a term of 1 year beginning at the end of a school year.
 - (3) ...
 - (i) Subject to subparagraph (ii) of this paragraph, if a seat held by an elected member of the county board becomes vacant, the County Executive shall:
 1. Appoint a qualified individual to fill the seat for the remainder of the term; and
 2. Transmit the name of the appointee to the clerk of the County Council.
 - (ii) If the County Council does not disapprove an appointment under subparagraph (i) of this paragraph by a two-thirds vote of all members of the County Council within 45 days after the transmittal of the name of the appointee, the appointment shall be considered approved.
- (h) ...
- (1) With the approval of the Governor, the State Board may remove a member of the county board for any of the following reasons:
 - (i) Immorality;
 - (ii) Misconduct in office;
 - (iii) Incompetency; or
 - (iv) Willful neglect of duty.
 - (2) Before removing a member, the State Board shall send the member a copy of the charges pending and give the member an opportunity within 10 days to request a hearing.
 - (3) If the member requests a hearing within the 10-day period:
 - (i) The State Board promptly shall hold a hearing, but a hearing may not be set within 10 days after the State Board sends the member a notice of the hearing; and
 - (ii) The member shall have an opportunity to be heard publicly before the State Board in the member's own defense, in person or by counsel.
 - (4) A member removed under this subsection has the right to judicial review of the removal by the Circuit Court for Prince George's County based on an administrative record and such additional evidence as would be authorized by §10-222(f) and (g) of the State Government Article.
 - (i) While serving on the county board, a member may not be a candidate for a public office other than a position on the county board.

§3-1004 Meetings; Election of Officers.

- (a) ...
 - (1) The county board shall elect a chair and vice chair of the county board from among the elected members of the county board.
 - (2) The term of the chair and vice chair appointed under this subsection shall be 2 years.

- (b) Subject to the provisions of §4-403 of this article, the affirmative vote of the members of the county board for the passage of a motion by the county board shall be:
 - (1) Except as otherwise provided in item (2) of this subsection:
 - (i) Six members when the student member is voting; or
 - (ii) Five members when the student member is not voting; or

 - (2) When there are two or more vacancies on the county board:
 - (i) Five members when the student member is voting; or
 - (ii) Four members when the student member is not voting.

- (c) At the beginning of each term, each Board member shall attend an orientation and be provided with training materials that clarify the role of a member.

Title 4 Local School Administration

Subtitle 1 County Boards of Education

§4-107 Meetings; Officers; Expenses

- (a) Each county board shall hold an annual meeting on or as near as possible to the second Tuesday in July, except that:
- (1) In Allegany County, the annual meeting shall be held on the second Tuesday in January;
 - (2) In Anne Arundel County, the annual meeting shall be held on or as near as possible to the first Wednesday in December;
 - (3) In Montgomery County, the annual meeting shall be held on or before January 10;
 - (4) In Prince George's County, the annual meeting shall be held on the first Monday in December;
 - (5) In St. Mary's County, the annual meeting shall be held following the first Monday in December; and
 - (6) In Washington County, the annual meeting shall be held in December, on or before the 16th day.
- (b) A county board may hold any other meetings that its duties and business require.
- (c) Except as provided in Title 3 of this article, each county board, at its annual meeting, shall elect a president and a vice president from among its members by means of an individually recorded vote.

Subtitle 4 - Prince George's County

§4-403 Powers of County Board

- (a) Except as provided in subsection (b) of this section, the county board may not implement a policy or take any action that contradicts the day-to-day management and oversight of the fiscal affairs of the Prince George's County public school system by the Chief Executive Officer under this subtitle.

- (b) Except for personnel matters and appeals of personnel matters in accordance with §§4-205(c)(2) and (3) of this title and 6-202 of this article, the county board shall require a two-thirds vote of all voting members of the county board to take an action that is contrary to an action of the Chief Executive Officer.

APPENDIX II

MARYLAND STATUTES - GENERAL PROVISIONS

Title 3 Open Meetings Act

Subtitle 1 Definitions; General Provisions

§3-101 Definitions

- (k) “Quorum” means:
- (1) a majority of the members of a public body; or
 - (2) the number of members that the law requires

Subtitle 3 Open Meetings Requirements

§3-301 Open Sessions Generally Required

Except as otherwise expressly provided in this title, a public body shall meet in open session.

§3-302 Notice

- (a) Before meeting in a closed or open session, a public body shall give reasonable advance notice of the session.
- (b) Whenever reasonable, a notice under this section shall:
 - (1) be in writing;
 - (2) include the date, time, and place of the session; and
 - (3) if appropriate, include a statement that a part or all of a meeting may be conducted in closed session.

§3-305 Closed Sessions

- (a) The exceptions in subsection (b) of this section shall be strictly construed in favor of open meetings of public bodies.
- (b) Subject to subsection (d) of this section, a public body may meet in closed session or adjourn an open session to a closed session only to:
 - (1) discuss:
 - (i) the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of an appointee, employee, or official over whom it has jurisdiction; or
 - (ii) any other personnel matter that affects one or more specific individuals;
 - (2) protect the privacy or reputation of an individual with respect to a matter that is not related to public business;
 - (3) consider the acquisition of real property for a public purpose and matters directly related to the acquisition;
 - (4) consider a matter that concerns the proposal for a business or industrial organization to locate, expand, or remain in the State;
 - (5) consider the investment of public funds;
 - (6) consider the marketing of public securities;
 - (7) consult with counsel to obtain legal advice;
 - (8) consult with staff, consultants, or other individuals about pending or potential litigation;
 - (9) conduct collective bargaining negotiations or consider matters that relate to the negotiations;
 - (10) discuss public security, if the public body determines that public discussion would constitute a risk to the public or to public security, including:
 - (i) the deployment of fire and police services and staff; and
 - (ii) the development and implementation of emergency plans;
 - (11) prepare, administer, or grade a scholastic, licensing, or qualifying examination;

- (12) conduct or discuss an investigative proceeding on actual or possible criminal conduct;
- (13) comply with a specific constitutional, statutory, or judicially imposed requirement that prevents public disclosures about a particular proceeding or matter;
- (14) discuss, before a contract is awarded or bids are opened, a matter directly related to a negotiating strategy or the contents of a bid or proposal, if public discussion or disclosure would adversely impact the ability of the public body to participate in the competitive bidding or proposal process; or
- (15) discuss cybersecurity if the public body determines that public discussion would constitute a risk to:
 - (i) security assessments or deployments relating to information resources technology;
 - (ii) network security information, including information that is:
 1. related to passwords, personal identification numbers, access codes, encryption, or other components of the security system of a governmental entity;
 2. collected, assembled, or maintained by or for a governmental entity to prevent, detect, or investigate criminal activity; or
 3. related to an assessment, made by or for a governmental entity or maintained by a governmental entity, of the vulnerability of a network to criminal activity; or
 - (iii) deployments or implementation of security personnel, critical infrastructure, or security devices.

(c) A public body that meets in closed session under this section may not discuss or act on any matter not authorized under subsection (b) of this section.

(d) ...

- (1) Unless a majority of the members of a public body present and voting vote in favor of closing the session, the public body may not meet in closed session.
- (2) Before a public body meets in closed session, the presiding officer shall:
 - (i) conduct a recorded vote on the closing of the session; and
 - (ii) make a written statement of the reason for closing the meeting, including a citation of the authority under this section, and a listing of the topics to be discussed.
- (3) If a person objects to the closing of a session, the public body shall send a copy of the written statement to the Board.
- (4) The written statement shall be a matter of public record.
- (5) A public body shall keep a copy of the written statement for at least 1 year after the date of the session.