BC Board Meetings

7/17/25

A. AGENDA:

A proposed agenda for the meetings of the Cobb County Board of Education (Board) will be prepared by the Superintendent with input and approval of the Board Chair and will be delivered via email to the Board at least four business days prior to its agenda work session. In addition, the agenda will be placed at the School District Central Office for pick up by Board members. Items may be placed on the work session agenda by the Superintendent, the Board Chair, any Board member with approval of the Chair, or through a request by any four Board members. To submit a work session agenda item, a Board member should first make reasonable efforts to contact the Chair or Superintendent orally, after which the Board member submitting the agenda item shall confirm the request via email to the Chair and Superintendent including a brief description of what the agenda item entails, with a copy to all Board members.

The work session agenda shall be closed to Board members three business days preceding chairman agenda prep unless the addition of a late item is approved by the Chair or four Board members. Any items which are changed or added within two business days before chairman agenda prep will be accompanied by an explanation for the change or addition. A final agenda shall be set by the Board during its agenda work session. Prior to placement on the regular voting session agenda, a Board member-initiated item must be approved for placement on the agenda by the Chair, or by the agreement of four Board members.

A consent agenda may be created for consideration of routine items not in need of further discussion. The consent agenda may then be approved with one vote by the Board without discussion at the next regularly scheduled voting session.

If any member objects to an item being placed on the consent agenda, that item shall be handled as a discussion item during the next regularly scheduled voting session.

B. MEETINGS:

1. **Regular Meetings:**
   Regularly scheduled meetings are typically held on the third Thursday of each month.
   a. **Agenda Work Session:**
   Agenda work session (work session) business includes, but is not limited to, setting consent and discussion agenda items for the voting session, discussing district business, and reviewing Administrative Rule changes. If action is needed on an emergency or time-sensitive item, specific action may be taken.
   b. **Executive Session:**
   In accordance with State law, the Board shall conduct the following matters in Executive Session:
   (1) Personnel;
   (2) Land/Real Estate;
   (3) Litigation;
   (4) Student Discipline; or
   (5) Other matters allowed by law.
   c. **Voting Session:**
   Voting sessions (evening meetings) are designed to allow the Board to conduct district business.

2. **Called and Emergency Meetings:**
   a. A called meeting for any purpose or purposes may be convened by the Chair of the Board or by Board members who constitute a majority of the total number of positions on the Board as specified by Georgia law (i.e., four of seven).
   b. Notice of a called meeting shall be delivered to each (i.e., all seven) Board member at least twenty-four hours prior to the called meeting. Notice to Board members of called meetings shall state clearly the place, date, hour and the purpose of such meeting. Notice shall be considered properly served if:
      (1) Delivered in person by the Chair, Executive Secretary, or their designee;
      (2) Contact is made with the members by phone at the direction of the Chair or Executive Secretary; or
      (3) Written notice is sent (via first-class mail or e-mail) at least four days and not more than eight days prior to the called meeting.
   c. In the event of an emergency or when time is of an essence, an emergency meeting may be called by the Chair, and the members notified by telephone not less than four hours prior to such meeting.
   d. Where practicable, the requirements set forth in Section A of this policy regarding agendas shall apply to called meetings; the agenda requirements shall not apply to emergency meetings.
   e. An executive session may be convened at any time as needed and in accordance with law.
3. **January Meeting:**
   a. A special meeting, typically scheduled during the first week of January following Winter Break, shall be held in order to elect new Board officers and to set the meeting schedule for the following twelve months (February through the following January).
   b. Where practicable, the requirements set forth elsewhere in this policy regarding agendas shall apply to the January meeting.
   c. An executive session may be convened at any time as needed and in accordance with law.
4. Agenda work sessions and voting sessions of the Board, where official action is taken or discussed, shall be open to the public as prescribed by law. All Board meetings, excluding public comments, shall be broadcast live if practical.

C. MINUTES OF MEETINGS:

The Executive Secretary shall keep and maintain complete written records (minutes) of all meetings of the Board. These minutes shall include:

1. A record of all actions taken by the Board, with the names of members casting affirmative and negative votes and abstentions recorded except in cases of unanimous votes;
2. Resolutions and motions in full involving the names of members making and seconding them; reports and documents relating to formal motion may be omitted if they are referred to and identified by title and date;
3. A record of the disposition of all matters on which the Board considered but did not take action.

Copies of the minutes shall be made available to all Board members before the meeting at which the minutes are to be approved. The minutes shall become permanent records of the Board and shall be in the custody of the Executive Secretary.

D. RULES OF ORDER:

1. **Parliamentary Procedure:**
   All meetings of the Cobb County Board of Education (Board) shall be conducted according to parliamentary procedure as stated in Robert's Rules of Order Newly Revised, with the exceptions set forth in these policies. Robert's Rules of Order Newly Revised shall govern only matters pertaining to parliamentary procedure and any conflicts between Robert's Rules of Order Newly Revised and state law or these policies shall be resolved in favor of state law or these policies as the case may be.
2. **Proxies:**
   There shall be no representation by proxy of any member of the Board at any meeting.

3. **Quorum:**
   A majority of the total positions on the Board, as provided by Georgia law (i.e., four of seven), shall be considered a quorum for the transaction of business.

E. VOTING:

The votes of a majority of the Board members present shall be necessary for the transaction of any business or discharge of any duties, provided that there is a quorum present.

Revision Timeline*:
Approved: 9/10/69
Revised: 12/14/83; 1/26/84; 8/8/84; 1/10/90; 6/25/92; 7/22/93; 10/13/93; 5/23/96
Confirmed: 5/9/07
Revised: 2/17/11; 1/26/12
Revised and Re-coded: 5/12/12 (previously coded as Board Policy BE)
Revised: 3/11/13; 2/15/18; 11/19/20; 7/17/25
*Administrative Rules and Board Policies are reviewed on a regular basis. Dates indicate when revisions were made, not the dates of document review.

Legal Reference

O.C.G.A. 50-14-2	Privileges
O.C.G.A. 50-14-3	Excluded proceedings
O.C.G.A. 50-14-5	Jurisdiction
O.C.G.A. 50-14-4	Closed meeting procedures
O.C.G.A. 20-2-58	Regular monthly meetings; notice
O.C.G.A. 50-14-1	Open Meetings Law
O.C.G.A. 20-2-57	Organization of LBOEs; chairperson and secretary; quorum; record of proceedings
O.C.G.A. 20-2-757	Applicability of public inspection and open meeting laws
O.C.G.A. 50-18-70	Inspection of public records
20 USC 1232g	Family Educational Rights and Privacy Act of 1974 (FERPA)