

Book	School Board Policies
Section	100 Series: Board of Education
Title	Regular and Special Board Meetings
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### **Regular School Board Meetings**

A regular Board meeting is any Board meeting that is scheduled (or rescheduled) by a formal action of the Board, including any vote that directs the holding of a Board meeting and any vote that adopts a policy or schedule that directs the holding of one or more Board meetings.

Except as otherwise determined or modified by the Board, and except that no regular meeting shall be deemed scheduled by this paragraph on a legal holiday on which the District's administrative offices are also closed, the Board will hold regular meeting(s) at least once a month as follows: pursuant to an annual schedule of meetings approve by the Board.

### **Special School Board Meetings**

A special Board meeting is a meeting initiated by an individual Board member or the District Administrator as provided by state law and this paragraph. A special meeting shall be held upon the request of the District Administrator or the written request of any Board member. The request shall be filed with the Board President or in the President's absence, the Vice-President. Such a request may be filed directly with such officer or at the Office of the District Administrator with a copy provided to such officer. The individual requesting the meeting is responsible for confirming that the request has been received as intended. The Board officer receiving the written request, or his/her designee, shall ensure that every member of the Board receives written notice of the time and place of any special meeting at least 24 hours prior to the meeting. The written notice may be delivered personally to the Board member, delivered to the Board member's usual residence, e-mailed to the Board member at his or her District-provided e-mail address, or mailed by 1st class mail to the Board member at his/her usual residence in time to arrive at least 24 hours prior to the meeting. However, the requirement of providing each Board member with advance, written notice of a special meeting does not apply and is deemed waived if each Board member consents to holding the special meeting by either:

1. Personally attending the special meeting and consenting; or
2. Providing written consent even though the Board member does not personally attend the special meeting.

### **Provisions Applicable to All Board Meetings**

All Board meetings shall be preceded by appropriate notice, in accordance with state law requirements. To the extent consistent with applicable law, a majority of the Board's members constitutes a minimum quorum at any regular or special school board meeting. In the absence of a lawful quorum, the Board may not take any official action other than to end the meeting (unless, in a very rare circumstance, a valid legal exception applies).

No duly elected or appointed member of the Board shall be excluded from any meeting of the Board.

The Board President, or, in the President's absence, the Vice President, shall serve as the presiding officer of each Board meeting. Every Board meeting shall initially be convened in open session, although the Board may thereafter convene and hold a closed session to the extent permitted by law and consistent with applicable legal requirements.

The Board President and Clerk shall ensure that minutes of each Board meeting are recorded, approved, signed, and filed in the Board records. The proceedings of each Board meeting shall be published, publicized, or posted, per the requirements of section 120.11(4) of the state statutes, within 45 days after the meeting

The Board, with the assistance of the District business office, shall ensure that a detailed record of applicable receipts and expenditures is available for public inspection at Board meetings to the extent required by law.

### **Legal References:**