

BOARD MEETINGS

BE
(LOCAL)

MEETING PLACE

Unless otherwise provided in the notice for a meeting, Board meetings shall be held at the central office.

MEETING TIME

Regular meetings of the Board shall be held on the second Monday of each month at 6:00 p.m. When determined necessary and for the convenience of Trustees, the Board President may change the date or time of a regular meeting. The notice for that meeting shall reflect the changed date or time.

SPECIAL OR
EMERGENCY
MEETINGS

The time and place of special and emergency meetings shall be as set out in the notice for the meeting.

The President of the Board shall call special meetings at the President's discretion or on request by two members of the Board.

The President shall call an emergency meeting when it is determined by the President or two members of the Board that an emergency or urgent public necessity, as defined by law, warrants the meeting.

AGENDA

The deadline for submitting items for inclusion on the agenda is noon of the fourth day before regular meetings and noon of the third day before special meetings.

DEADLINE

PREPARATION

In consultation with the Board President, the Superintendent shall prepare the agenda for all Board meetings. Any Trustee may request that a subject be included on the agenda for a meeting, and the Superintendent shall include on the preliminary agenda of the meeting all Trustee-requested topics that have been timely submitted.

Before the official agenda is finalized for any meeting, the Superintendent shall consult the Board President to ensure that the agenda and the topics included meet with the President's approval. In reviewing the preliminary agenda, the President shall ensure that any topics the Board or individual Trustees have requested to be addressed are either on that agenda or scheduled for deliberation at an appropriate time in the near future. The Board President shall not have authority to remove from the agenda a subject requested by a Trustee without that Trustee's specific authorization.

NOTICE TO
MEMBERS

Members of the Board shall be given notice of regular and special meetings at least 72 hours prior to the scheduled time of the meeting and at least two hours prior to the time of an emergency meeting.

CLOSED MEETING

Notice of all meetings shall provide for the possibility of a closed meeting during an open meeting, as provided by law. [See BEC]

The Board may conduct a closed meeting when the agenda subject is one that may properly be discussed in closed meeting. [See BEC]