

# Unity School District - Board of Education

## Board Policy 172

### Special Board Meetings

Last Revised 8/16/2022

~~In order for the Board of Education to conduct business that cannot be delayed until the next regular Board, the Board of Education establishes the following policy:~~

~~A special meeting of the Board of Education may be called by the President, or any two members. No business shall be transacted except that for which the meeting is called, and which shall be stated in the agenda. Such a request may be filed directly with such officer or at the Office of the District Administrator with a copy or other reasonable notification of the request directed to such officer. The Board member requesting the meeting is responsible for confirming that the request has been received as intended and for adequately identifying the subject matter he/she is proposing for the meeting.~~

~~Normally, and in the absence of any special circumstances, it shall be sufficient to send an electronic mail message containing the relevant information to the primary email address that each Board member uses for Board related communications. Although a Board member's actual and timely receipt of notice of the relevant information regarding a special meeting shall also be considered sufficient notice, this paragraph does not require or guarantee a Board member's actual receipt of the notice that is issued.~~

~~All meetings of the Board of Education shall be held in the Unity School District Board of Education Room, Highway 46 North, Balsam Lake, Wisconsin, unless a different place shall be designated by resolution or in the notice of a special meeting place. The meeting may also be held virtually in compliance with other Board Policies and state statutes.~~

~~Posted notices of all special Board of Education meetings will be placed online at the school website in such a way that they will be clearly visible at least twenty-four hours prior to all meetings. This posting is in addition to notifying the press. The press will be notified by telephone or email of meetings of the Board of Education.~~

### **Requesting, Calling, and Holding a Special Meeting**

A special meeting of the School Board is a meeting initiated by an individual Board member as further provided under state law and this policy.

1. A special meeting shall be held upon the written request of any Board member. The request shall be filed with the Board Clerk or, in the Clerk's absence, the Board President.
  - a. Such a request may be filed directly with such officer or at the Office of the District Administrator with a copy or other reasonable notification of the request directed to such officer.
  - b. The Board member requesting the meeting is responsible for confirming that the request has been received as intended and for adequately identifying the subject matter he/she is proposing for the meeting.
2. The Board officer who receives the written request, or an authorized designee acting on behalf of the officer, shall establish a reasonable date, time, and place for the special meeting **and** issue notice of the date, time, and place of the meeting to each Board member.

a. Notice to the members of the Board shall be given in a manner that is likely to give notice to each Board member. Normally, and in the absence of any special circumstances, it shall be sufficient to send an electronic mail message containing the relevant information to the primary email address that each Board member uses for Board-related communications. Although a Board member's actual and timely receipt of notice of the relevant information regarding a special meeting shall also be considered sufficient notice, this paragraph does not require or guarantee a Board member's actual receipt of the notice that is issued.

b. Except as otherwise permitted by state law, notice to the members of the Board shall be issued so that it arrives, or could reasonably be received, at least 24 hours prior to the start of the meeting.

c. In lieu of providing adequate prior notice to all Board members, a special meeting may still be held with the consent of **all** Board members, as further provided in state law. Specifically, the advance notice requirement or any defect in giving such notice to any Board member(s) is waived if all Board members consent 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.