

# **LIVONIA PUBLIC SCHOOLS**

**Division of Human Resources**

**Memorandum**

TO: Randy Liepa, Ph.D., Superintendent  
FROM: Cynthia E. DeMan, Director of Personnel  
DATE: November 27, 2012  
SUBJECT: Committee of the Whole – Policy Committee

At the subcommittee held on Monday, November 26, 2012 two items were discussed by the policy committee.

The first item discussed was a request from a family for early graduation for their student per the recent changes to Board Policy IHF – Graduation Requirements Section 1 and Section 2.

The second item discussed was changes to Board Policy BCAC – Board Operations Special Meetings.

I am requesting that both of these items be placed on the December 3, 2012 Committee of Whole agenda for discussion.

Copies of both policies have been attached.

# BYLAWS OF THE BOARD

BCAC

## BOARD OPERATIONS SPECIAL MEETINGS

JUNE 20, 1988

Special meetings of the Board of Education may be called by the president of the Board, or any two members thereof, by serving on the other members a written notice of the day, time, place, and purpose of such special meeting. Such notice shall be in accordance with law.

Service of the notices shall be by:

1. Delivering the notices to the members personally at least twenty-four (24) hours before such meeting is to take place; or
2. Leaving the same at the member's residence with some person of the household at least twenty-four (24) hours before such meeting is to take place; or
3. Depositing the same in a government mail receptacle (enclosed in a sealed envelope plainly addressed to such member at his/her last known residence address) at least seventy-two (72) hours before such meeting is to take place.
4. Sending email notification to members at least twenty-four (24) hours before such meeting is to take place.
5. A meeting at which all members of the Board are present with or without proper notice to members of the Board and for which proper notice is given to the public shall be considered a legal meeting for the transaction of business when proper notice has been given to the public.

The purpose of the special meeting shall be included on or with the notice of special meeting.

Service as above prescribed may be made by a member of the Board or any employee of the Board.

If the foregoing procedure is followed and if a notice of the meeting has been posted or published at least eighteen (18) hours prior to the meeting, a quorum present can conduct business legally.

Special meetings of the Board shall be conducted in accordance with the policy established for regular meetings.

### Emergency Meetings

The Board may meet in emergency session in the event of a severe and imminent threat to the health, safety, or welfare of the public when two-thirds of the members decide that delay would be detrimental to efforts to lessen or respond to the threat.

LEGAL REF.: MCLA, 15.265; 380.1201 (Legal References Updated 3/12/07)