

Book	Policy Manual
Section	Policies for the Board, 33-2
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0164 - MEETINGS

Regular Meetings

The Board shall hold a meeting at least once each month on a date and at a time and place determined annually by a resolution of the Board.

Change of Regular Meetings

If the Board adopts a resolution changing the date, time, or place of a regularly scheduled meeting, the meeting notice shall state the date, time, place, and subject matter of the rescheduled meeting, as well as the name and address of the District. Said notice shall be posted on the front door of the Administrative Office Building and at such places as the Board may determine. Meeting notices of scheduled Board meetings shall be posted in accordance with State law. (See also Policy 0166 - Agenda)

Special Meetings

A special meeting of the Board shall be held upon the written request of any Board member provided there is compliance with the following notice provisions and State law.

The School District Clerk or, in the School District Clerk's absence, the President shall fix a reasonable date, time, and place for the meeting. The School District Clerk or, in the School District Clerk's absence, the President shall notify each Board member of the date, time, and place of the meeting, in a manner likely to give the Board member notice of the meeting, at least twenty-four (24) hours before the meeting. If the School District Clerk or, in the School District Clerk's absence, the President determines that providing notice at least twenty-four (24) hours before a special Board meeting is, for good cause, shown by the School District Clerk or President, impossible or impractical, the School District Clerk or President may notify each Board member of the date, time, and place of the meeting less than twenty-four (24) hours, but not less than two (2) hours, before the meeting. A notice of any special meeting shall be posted at least twenty-four (24) hours before said special meeting at the District office and such other places as the Board may determine unless, for good cause, such notice is impossible or impracticable, but in no case may the notice be less than two (2) hours in advance of the meeting.

A special meeting may be held without prior notice if all Board members are present and consent, or if each member consents in writing even if the Board member does not attend, provided appropriate notice is provided as defined under Chapter 19.

The District Administrator and those administrators directed by the District Administrator shall attend all meetings, when feasible. Administrative participation shall be by professional counsel, guidance, and recommendation - as distinct from deliberation, debate, and voting of Board members.

Notice of Meetings

Public notice of all Board meetings, and other meetings subject to Policy 8309 - Open Meetings for Non-Board Committees, shall be given pursuant to statute. Such notice shall be given, without cost, to any news media which submits a written request for meeting notices and to a news medium likely to give notice in the District's geographic area. In addition, such notice shall be made public in at least one (1) of the following ways:

- A. posting the notice in at least three (3) public places likely to give notice to persons affected;

- B. posting the notice in at least one (1) public place likely to give notice to persons affected and on the governmental body's website; or
- C. by paid publication in a news medium likely to give notice to persons affected.

The notice shall be given, without cost, to the District's official newspaper, the Wausau Daily Herald.

The notice shall list the date, time, place, and subject matter of each regularly scheduled meeting of the Board, including subjects intended for the consideration at any closed session, in the form which is reasonably likely to inform members of the public and the news media. To assure that notice of a meeting is specific enough to apprise the public of the purpose of the meeting, the following factors shall be considered: (1) the time and effort required to provide detailed notice; (2) the level of public interest in the particular subject; and (3) whether the meeting will involve routine or novel issues. The notice shall contain the name and address of the District and its telephone number. The notice shall be given at least twenty-four (24) hours prior to the meeting unless for good cause such notice is impossible or impractical, but in no case may the notice be less than two (2) hours in advance of the meeting.

The notice shall also contain the following statement:

"Upon request to the Board Clerk, or designee, submitted twenty-four (24) hours in advance, the District shall make reasonable accommodation including the provision of informational material in an alternative format for a disabled person to be able to attend this meeting."

Cancellation of Meetings

If a regularly scheduled and legally noticed meeting needs to be canceled (e.g., inclement weather, electrical outage, broken water pipe, lack of quorum, etc.), the Board President or designee shall have the authority to cancel or reschedule the meeting. To the extent practical, a notice of cancellation should be provided, similar to the notice of the meeting.

Virtual Participation in Meetings

[DRAFTING NOTE: Choose one or both of the options below.]

[Option 1]

Generally, the Board does not allow virtual participation, unless otherwise determined by the ~~()~~ Board, ~~()~~, Board President, ~~[END OF OPTION]~~ or due to an order by an authorized authority preventing in person attendance at a meeting., Board members are expected to attend meetings in person at the location set by the Board for the meeting.

[OPTION 2]

A Board member may attend the open session portions of meetings virtually in instances where a member is unable to attend in person. The Board member is responsible for making advance arrangements with the District administration to facilitate participation in those portions of the meeting. A Board member may not attend the closed session portions of meetings virtually. A Board member attending any portion of a meeting virtually may vote in accordance with Bylaw 0167.1 – Voting, unless such voting would be inconsistent with due process or the law.

~~**X]** A Board member may attend virtually in instances where a member is unable to attend in person ~~()~~ due to a scheduled absence from the District or due to an illness or a physical restriction preventing attendance ~~[END OF OPTION]~~. The Board member is responsible for making advance arrangements with the District administration to facilitate participation in the meeting. Remote access during quasi-judicial functions (e.g., termination hearings, expulsions) may be permitted after consultation with legal counsel.~~

[END OF OPTIONS]

[DRAFTING NOTE: This option may be selected if one of the options above is selected.]

~~**[]** A Board member may only attend closed session portions of meetings in person ~~()~~ unless the Board member verbally represents that they are alone and their physical location is secure from any third parties overhearing the proceedings in closed session ~~[END OF OPTION]~~. **[DRAFTING NOTE: Take this option only if you took Option 1 above.]** ~~()~~ Remote access during quasi-judicial functions (e.g., termination hearings, expulsions) may be permitted after consultation with legal counsel. ~~[END OF OPTION] [END OF OPTIONAL PARAGRAPH]~~~~

[DRAFTING NOTE: If considering prohibiting closed session virtual attendance while allowing open session virtual attendance, consultation with District legal counsel is recommended.]

Any Board member attending a meeting remotely may vote in accordance with Bylaw 0167.1 – Voting.

Board members are not provided with technology to facilitate remote Board attendance unless the Board authorizes such expenditure.

Any Board member attending a meeting or who intended to attend a meeting remotely but is unable to attend or unable to maintain attendance due to technological complications, such as a poor connection or other equipment failures, will be considered absent for all or part of the meeting. The meeting may continue in the member's absence provided that a quorum is still present.

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Legal
19.84, Wis. Stats.
120.11, Wis. Stats.
985.05(3), Wis. Stats.