

BB 9320 (a) MEETINGS (First Read)

Note: Alaska's Open Meetings Act A.S. 44.62.310-.312 requires meetings of the Board to be open to the public except as allowed by law and requires reasonable public notice of such meetings. 1994 revisions to the Act are reflected in this sample policy.

Meetings of the School Board are conducted for the purpose of accomplishing District business. A meeting of the Board shall consist of any gathering of the Members of the Board when more than three Members of the Board, or a majority of the Members, whichever is less, are present and collectively consider a matter upon which the Board is empowered to act. As a matter of District policy and state law, meetings ordinarily shall be open to the public. The Board may meet in closed sessions only to discuss certain matters as permitted or required by Alaska's Open Meetings Act.

(cf. 9321 Executive Sessions)

Reasonable public notice shall be given for all meetings of the Board in accordance with law and District practice, and shall be posted at all regular District and school sites before the meeting. Such notice shall include the date, time and place of the meeting and, if the meeting is by tele- or video-conference, the location of any conferencing facilities that will be used.

(cf. 9012 - Communications To and From the Board)

(cf. 9322 - Agenda/Meeting Materials)

(cf. 9323 - Conduct of Meetings)

Regular Meetings

The Board shall adopt a yearly calendar specifying the date, time, and place of each regular meeting. The local media shall be provided with the annual calendar of regular Board meetings and shall be notified of any changes to the calendar.

The Board shall hold one (1) regular meeting each month. The Board has the discretion of whether to have a July summer meeting. Unless changed by the Board, regular meetings shall be held at 7:00 p.m. in the high school. Notice of regular meetings shall be posted at least five (5) days prior to the meeting.

Special Meetings

Special meetings of the Board may be called by the presiding officer or a majority of the Board Members.

Except in the case of an emergency, notice of special meetings shall be provided at least 24 hours before the meeting. This notice shall specify the date, time, place and, if the meeting is by tele- or video-conference, the location of any conferencing facilities that will be used. Such notice shall be given to all Board Members, the Superintendent and to the local news media. This notice also shall be posted at all regular District and school sites at least 24 hours before the meeting.

Notice of a special meeting shall include a statement of the purpose of the meeting. No business may be transacted at this special meeting, other than that which is specifically stated in the notice [*and/or agenda*](#) of the meeting.

Emergency Special Meetings

The Board President or Designee shall give notice of an emergency special meeting to the local media by telephone, fax, or email before the meeting. If telephone services are not functioning, the notice requirement is waived. In that event, as soon after the meeting as is practicable, the Board shall notify the local media that the meeting was held and shall describe the purpose of the meeting and any action taken by the Board.

BB 9320 (b) MEETINGS

Tele- or Video-Conferences

Recognizing the inherent responsibility and statutory duties of Board Members, the Board strongly encourages Board Members to attend and participate at meetings of the Board. Though great importance is given to the physical presence of Board Members at meetings, the attendance and participation of Members by tele- and/or video-conference is authorized whenever physical presence is not practicable. All votes at a meeting of Members attending by teleconference where one or more Members are in attendance by telephone or video shall be taken by roll call.

The Board also authorizes the use of tele-conferences and/or video-conferences for Board meetings when receiving public comment or testimony and during Board deliberations.

Whenever possible, meeting agendas, and supporting materials shall be available at all tele-conference and/or video-conference facilities used for the Board meeting.

Legal Reference

ALASKA STATUTES

[14.08.091](#) *Administration*

[14.14.070](#) *Organization of school board*

[14.14.080](#) *Declaring a school board vacancy*

[29.20.020](#) *Meetings public*

[44.62.310](#) *Agency meetings public*

[44.62.312](#) *State policy regarding meetings*

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