PUBLIC PARTICIPATION AT BOARD OF EDUCATION MEETINGS

Open Meetings

The formation of policy is public business and will be conducted openly.

Types of Meetings

a. The Board shall hold its regular meetings on the third Monday of each month.
b. Special and emergency meetings may be called as provided by law.
c. Retreats and informal work sessions may be scheduled between regular meetings in order to provide Board Members and administrators with the opportunity to plan, research, and engage in discussion without taking immediate action.

Topics for discussion and study will be announced publicly. Work sessions and retreats will be conducted in open session; however, no Board action shall take place at a work session or retreat.

Notice of Meetings

Legal notice will be given for all meetings, regular and special, by advertisement at least 48 hours in advance of the meeting in the local paper or by posting notice at least 48 hours in advance at the Central Office, the Courthouse, and the City Building. Such notice shall contain a statement that the agenda shall be readily available for public inspection at the administrative offices of the school district during normal business hours.

When it is necessary to hold an emergency meeting without reasonable advance public notice, the nature of the emergency shall be stated in the minutes of the meeting and that any formal action taken in such meeting shall pertain only to the emergency. Complete minutes of such emergency meetings specifying the nature of the emergency and any formal action taken at the meeting shall be made available to the public no later than the end of the next regular business day.

Minutes

a. The Board shall keep minutes of all meetings showing the time, place, members present and absent, and the substance of all matters discussed.
b. Any action taken on any question or motion duly moved and seconded shall be by roll call vote of the Board in open session, and the record shall state how each member voted, or if the member was absent or not voting.

c. The minutes of all meetings and evidence and documentation received or disclosed in open session shall be public record and open to public inspection during normal business hours.

Adopted: November 9, 1987

Reviewed: July 13, 1998

Revised: September 19, 2005