

Policy Code: 2300 Board Meetings

The Board, as a corporate body, may transact business only at official meetings of the Board. An individual Board member has no authority to act absent the delegation of authority by the Board at an official meeting.

As defined by law, an official meeting of the Board includes any meeting, assembly or gathering together at any time or place or the simultaneous communication by conference telephone or other electronic means of a majority of the members of a public body for the purpose of conducting hearings, participating in deliberations, or voting upon or otherwise transacting the public business of the public body. However, a social meeting or other informal assembly or gathering together of the members of a public body does not constitute an official meeting unless called or held to evade the spirit and purposes of the open meetings law.

While the Board is determined to operate efficiently, it also is mindful of the importance of thoughtful planning and discussion prior to taking formal action. In that end, the Board may hold specially-called meetings and emergency meetings, as it deems necessary to act in a timely manner and provide its members and executive staff with the opportunity to have an exchange of ideas and receive input from other staff, parents, students and the community.

A. Types of Meetings

1. Regular Meetings

Regular meetings are held twice a month, with exceptions considered for vacation breaks, holidays, and community activities. The superintendent will keep on file the schedule of regular meetings with the predetermined time and place. The schedule will be revised only in accordance with legal requirements for notice. Annual listings of regular meetings' dates and locations will be provided in district calendars and to area media. An annual meeting calendar will be adopted by the board of education no later than April 1.

2. Emergency Meetings

The chair, or three members of the Board, may call an emergency meeting in order to address generally unexpected circumstances that require immediate consideration of the Board. The chairperson, or the vice-chairperson, if the chairperson is unable to act, or the Superintendent shall call an emergency meeting when it is determined that the meeting is necessary and cannot be delayed until 48 hours' notice is provided for a special meeting as described below in number 3.

Reasonable attempt will be made to notify all Board members and the Superintendent. Immediately after notifying Board members of the meeting, the Board will give notice to all media representatives who have filed a written request for notification of emergency meetings. The Board will attempt to notify all others who have requested notification of Board meetings.

3. Specially-Called Meetings

Specially-called meetings may be scheduled in between regular meetings of the Board. Workshops, retreats, and public hearings are specific types of specially-called meetings. The chairperson, (or the vice-chairperson, if the chairperson is not available) or the Superintendent may call special meetings when necessary to conduct business that cannot reasonably be handled at regular meetings. The chairperson or Superintendent shall call a special meeting if a majority of the members of the Board so request.

a. Retreats and Workshops

Retreats and workshops are specially-called meetings that may be scheduled in order to give the Board more time to deliberate or evaluate issues.

b. Public Hearings

Public hearings are official proceedings during which members of the public are given an opportunity to be heard. Public hearings may be required by law or deemed advisable by the Board. Public hearings that are not required by law may be scheduled when the chairperson or superintendent determines that the public hearing is advisable or when a majority of the members of the Board so requests. Notice of all public hearings will be provided as required by law and will include the subject, date, place and time of the hearing as well as any rules regarding participation, such as the length of time for each speaker. The purpose of a public hearing is to gather information and hear opinions from the community. Generally, Board members will respond only to seek clarification. At the appointed time, the chairperson or designee will call the hearing to order and preside over it in accordance with any rules regarding participation adopted by the Board. When the allotted time expires or when no one wishes to speak, the chairperson or designee will declare the hearing ended.

4. Electronic Meetings and E-Mail Communications

If the Board holds an official meeting by use of conference telephone or other electronic means, it will provide a location and means by which members of the public may listen to or access the meeting. The Board will provide notice for an electronic meeting in accordance with legal requirements for notice, and the notice will include the location for public access to the meeting.

The exchange of e-mail messages between Board members does not constitute an official meeting of the Board, unless a quorum of the Board is engaged in a simultaneous exchange of e-mail on a matter of public business.

B. Open Meetings Law Compliance

The board will comply with the open meetings law, including notice of meetings.

Legal References: [G.S. 115C-41](#), [143-318.9](#); [-318.10](#), [-318.12](#), [-318.14](#)

Cross References: Compliance with the Open Meetings Law (policy 2320)

Adopted: 4/23/98

Revised: 6/30/08, 9/15/16, 6/18/2020, 10/1/2020