

SCHOOL BOARD MEETINGS

Regular Meetings

The Board will hold its regular business meetings on the first Thursday of the month unless otherwise set by action of the Board.

A. AGENDA

Members and the press shall receive an agenda of all regular meetings at least forty-eight [48] hours in advance of the time set for the meeting when possible.

B. ORDER OF BUSINESS

The order of business for regular meetings will be as follows:

1. Roll Call – Declaration of a Quorum;
2. Minutes of the previous meeting;
3. Adjustment of the Agenda;
4. Public Comment
5. Old Business;
6. New Business;
7. Report of Committee(s);
8. Report of Superintendent;
9. Adjournment.

Special Meetings

A special meeting of the Board is a meeting that is held to address important matters that arise between regular meetings and/or require Board action before the time set for the next regular meeting, or to consider a single subject in one session.

A special meeting may be called at any time at the discretion of the Chair or at the request of the Superintendent. A special meeting shall be called at the written request of seven members of the Board.

The Superintendent shall be responsible for providing notice of a special meeting to Board members and the media at least 48 hours in advance of the meeting. The notice or agenda shall indicate the subject(s) of the meeting and action to be taken.

No business other than that stated in the notice of the meeting shall be transacted unless the Board agrees by a majority vote to consider other business.

Emergency Meetings

An emergency meeting of the Board is a meeting that is called because a matter is so urgent that it must be addressed immediately and the advance notice required for a special meeting cannot reasonably be provided.

An emergency meeting may be called by the Chair or at the request of the Superintendent.

Whenever practicable, 24 hour advance notice will be provided. The Superintendent shall notify the media of an emergency meeting by the same or faster means as used to notify Board members. The notice shall indicate the purpose of the meeting.

No business may be transacted other than that related to the purpose for which the emergency meeting is called.

Executive Sessions

Executive sessions of the Board shall be called and conducted in accordance with state law. Only the matter(s) stated in the motion to enter executive session shall be considered. No final action may be taken in executive session.

Workshops and Informational Meetings

The Board, at its discretion, may schedule workshops and other meetings to discuss a particular subject or proposal or to gather input from staff, community, or other groups.

No formal action shall be taken by the Board at any meeting other than a regular meeting, special meeting, or emergency meeting.

Legal References: 1 MRSA § 403 et seq.
20-A MRSA § 1001

Cross References: BEC—Executive Sessions
BEDA—Notification of Board Meetings
BEDB—Agenda Preparation and Dissemination

First Reading: 12/9/08

Adopted: 1/13/09

Revision Approved: 7/15/09; 8/3/11