

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.

**A. TYPES OF MEETINGS**

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. Regular meetings will be held at a predetermined time and place to conduct the business of the board. In addition, the board may hold emergency meetings, work sessions, retreats, public hearings or other special 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.

**B. REGULAR MEETINGS**

The superintendent shall 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.

**C. EMERGENCY MEETINGS**

An emergency meeting may be called in order to address generally unexpected circumstances that require immediate consideration by the board. The chairperson, or the vice-chairperson, if the chairperson is unable or unwilling to act, will call an emergency meeting when (a) two members so request; or (b) the chairperson determines that the meeting is necessary.

**D. SPECIAL MEETINGS**

1. Retreats and Workshops

Retreats and workshops are special meetings that may be scheduled in order to give the board more time to deliberate or evaluate issues. The chairperson, or the vice-chairperson, if the chairperson is unable or unwilling to act, will call a retreat

or workshop upon a majority vote of the board.

2. **Public Hearings**

Public hearings required by law or deemed advisable by the board will be organized by a special order and adopted by a majority vote, setting forth 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 the meeting 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. When the allotted time expires or when no one wishes to speak, the chairperson or designee will declare the hearing ended.

3. **Other Special Meetings**

Other special meetings may be scheduled in between regular meetings. The chairperson, or the vice-chairperson, if the chairperson is unable or unwilling to act, will call a special meeting to address a particular item or topic when (a) two members so request; or (b) the chairperson determines that the meeting is necessary.

**E. OPEN MEETINGS LAW COMPLIANCE**

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

Legal References: G.S. 143-318.9, -318.14

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

Adopted: January 5, 2009