

## 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.

### 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 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. The Board shall provide for such meetings as are authorized by law and necessary for the efficient and proper operation of the school system. During a Board meeting, no new item of business will be taken up for consideration after 11:00 p.m.

### 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. The regular meetings of the Board shall be held on the second Tuesday of each month. When the second Tuesday falls on a holiday recognized by the Board, the Chairman shall reschedule the meeting.

- ~~The regular meetings of the Board usually shall be held in the multi-purpose room of the Warren County Middle School at 118 Campus Drive, Warrenton, North Carolina.~~
- The regular meetings of the Board shall begin at 6:00 p.m.
- The Chairperson may reschedule or cancel regular Board meetings when it appears likely that a quorum will not be present on the regularly scheduled date. The Board may change the place or time of regular meetings. If it

**Commented [KW1]:** The schedule for regular board meetings already includes the predetermined time and place. This schedule is available to the public. The proposed change for discussion is that the meeting location be removed from the current policy moving forward.

becomes necessary to change the usual date, place, or time of a regular meeting of the Board, notice of such change shall be posted in the Administrative Offices and shall be given to members of the Board and to the media and others as provided by law.

### C. Emergency Meetings

The Chairperson, Vice Chairperson, any two members of the Board, or the superintendent may call an emergency meeting of the Board to consider any emergency situation created by generally unexpected circumstances that requires immediate consideration by the Board and cannot be delayed until 48 hours' notice is provided for a special meeting as described below in Section D. Board members shall receive notice of any emergency meetings as far in advance as is reasonable under the circumstances of the emergency situation. Each newspaper, wire service, radio station, and television station that has filed a written request for notice of special meetings shall be given notice of an emergency meeting, either by telephone or by the same method usually used to notify Board members. Only business which is related to the emergency may be considered at an emergency meeting.

### D. Specially-Called Meetings

#### 1. Specially-Called Meetings Generally

Specially-called meetings may be scheduled in between regular meetings of the board. Work sessions, retreats, and public hearings are specific types of specially-called meetings. The board 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 board chairperson or superintendent shall call a special meeting if a majority of the members of the board so requests.

**Commented [KW2]:** At the present moment work sessions are typically held on the 4<sup>th</sup> Tuesday as a standing meeting. However, our current policy references Work sessions as Specially-called meetings. The current policy is presented as a discussion item for your review and feedback.

#### 2. 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.

#### 3. Public Forum and Hearings

The Chairperson shall schedule, with the approval of the Board, a fall and spring public forum as needed, and an educational summit each year to encourage communication and dialogue between the community and the school system.

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. The Board's role shall be as listeners rather than as active participants. Generally, board members will respond only to seek clarification. At the appointed time, the chairperson or designee shall 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 shall declare the hearing ended.

#### **E. 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: December 10, 2007

Revised: October 11, 2010; September 11, 2012; April 5, 2016; March 10, 2020

**Warren County Public Schools**