

## BOARD MEETINGS

### 1. General

The purpose of this policy is to establish rules by which the date, time, place and agenda of all regularly scheduled Board of Education meetings and the date, time, place and purpose of all special meetings of the Board are to be made available in advance to the public and news media. It is also the purpose of this policy to establish rules for attendance and presentation at any meeting where there is not room enough for all members of the public who wish to attend. This policy also establishes procedures related to the conduct of all meetings.

### 2. Scope

This policy shall apply to all regular and special meetings of the Board. This policy also establishes procedures to be observed in relation to emergency meetings requiring immediate official action. School closing and consolidation hearings shall be regarded as special meetings. The notice requirements for special meetings and the notice requirements contained in West Virginia Code § 18-5-13a and West Virginia Board of Education Policy 6204 shall be observed for such hearings.

### 3. Definitions

3.1 Regular Meeting. The Board shall establish Regular Meeting schedules during the organizational meetings that it conducts in accordance with the provisions of West Virginia Code § 18-5-1c. The agenda for each Regular Meeting shall be established by the Superintendent in consultation with the Board President.

3.2 Special Meeting. A Special Meeting of the Board may be called by the Board President or three members of the Board. The call of a Special Meeting must include a written statement of the meeting's purpose. An emergency meeting, requiring immediate official action, shall be considered a Special Meeting. However, if the circumstances of the emergency for which a meeting is called prevent full compliance with the notice requirements for a Special Meeting, the Superintendent need comply with those requirements only to the extent reasonably possible, keeping in mind the interest of the public and news media in having advance notice of all Board meetings. A statement of the nature of the emergency shall be reflected in the minutes of each emergency meeting.

3.3 Statutory Meeting. A Statutory Meeting is any meeting that is required by statute. The same procedures that are observed in providing notice of a Special Meeting shall be observed in providing notice of a Statutory Meeting.

#### **4. Pre-Meeting Procedures**

4.1 Notice of Regular Meetings. Notices of all Regular Meetings shall be posted and maintained on a bulletin board that is located in the Board's administrative office and accessible to the public. All such notices shall be posted at least three business days in advance of a scheduled Regular Meeting. If the notice is posted during business hours, the date of the posting shall be included as one of such three business days. However, the date of the meeting shall not be included as one of such three business days. Each such notice shall state the date, time and place of the meeting and include an agenda for the meeting. If a Regular Meeting is cancelled or postponed, a notice of such cancellation or postponement shall be posted in the same location as soon as feasible after the cancellation or postponement has been determined. Notice of a Regular Meeting may also, at the discretion of the Superintendent, be published on the Internet or posted at other locations.

Notice of changes to a posted agenda shall be provided in the same manner as the initial notice, except that changes must be posted at least two business days in advance of the meeting. Emergency changes to an agenda need not be posted in advance of a meeting.

4.2 Notice of Special Meetings. Notices of all Special Meetings shall be posted and maintained on a bulletin board that is located in the Board's administrative office and accessible to the public. All such notices shall be posted at least two business days in advance of a Special Meeting. If the notice is posted during business hours, the date of the posting shall be included as one of such two business days. However, the date of the meeting shall not be included as one of such two business days. Each such notice shall state the date, time, place and purpose of the meeting. If a Special Meeting is cancelled or postponed, a notice of such cancellation or postponement shall be posted in the same location as soon as feasible after the cancellation or postponement has been determined. Notice of a Special Meeting may also, at the discretion of the Superintendent, be published on the Internet or posted at other locations.

4.3 Notice to Media. The Superintendent shall cause advance notice of all Regular and Special Meetings to be provided to the media that regularly cover matters relating to the Board. The Superintendent shall cause advance notice to be provided to other members of the media upon request.

#### **5. Meeting Procedures**

5.1 Compliance with Open Governmental Proceedings Act. The President of the Board and each member of the Board shall be familiar with the provision of the Open Governmental Proceeding Act and shall undertake to observe the requirements of the Act in relation to all motions to convene in executive session. Except for employee and student hearings conducted in executive sessions, executive sessions shall not be recorded by mechanical means; however, board minutes shall identify the authorized reason for each executive session and shall record the persons in attendance.

5.2 Presentations. All members of the public desiring to address the Board on any topic at a Regular Meeting, or at a Special meeting on a topic within the stated purpose of the meeting, are encouraged to make arrangements in advance with the Superintendent. However,

advance arrangements are not necessary, as such persons may sign up at the meeting up until it begins. Each speaker must provide his or her name and the topic to be addressed, and may be asked to provide contact information. Presentations shall be limited to five minutes unless otherwise designated by the Board. Delegations are encouraged to use a spokesperson to present their concerns or proposals. In its discretion, the Board may choose to schedule a speaker's or delegation's remarks to coincide with a topic on the agenda, and may limit the total time to be devoted to comment on a particular issue or agenda item.

5.3 Reconvening Meeting when Space is Limited. In the event the place where a meeting is initially convened has inadequate space to accommodate members of the public who desire to attend or make presentations to the Board, the Board may recess the meeting and reconvene the meeting at an alternate location on such date and at such time announced at the time of the recess. A notice identifying the alternative location, date and time shall be posted at the location of the recessed meeting. In the event a meeting is reconvened to a different date, the notice requirements for Special Meetings shall be observed.

5.4 Telephone/Electronic Attendance. Instead of attending a meeting in person, members of the Board may attend and participate at any meeting by means of telephone, video-conference or other communications system by which the requirements of this section 5.4 are met, provided that a quorum of the Board is personally present at the meeting site. The communications system shall be configured to allow those present, including members of the public, to observe and/or hear every Board member who is attending and participating in the meeting by such means. The communications system shall also be configured to permit every such Board member to hear the meeting proceedings.

5.5 Consideration of Materials by Reference. All documents or materials that are referenced in an agenda or statement of purpose of a Special Meeting shall be available for public inspection at the meeting where such documents or materials are considered.

5.6 Parliamentary Procedure. The Board shall observe *Robert's Rules of Order*, as most recently revised, as a guide for conducting its business.

5.7 Voting. Voting may be verbal or by a show of hands. The outcome of all votes shall be announced by the presiding officer. Any member may request a roll call vote immediately following the presiding officer's announcement of the outcome of a non-roll call vote.

5.8 Quorum. A majority of the Board's members shall constitute a quorum. A majority of the members present and eligible to vote shall be required for the passage of all motions unless otherwise expressly required by law.

5.9 Minutes. The Superintendent, as Secretary of the Board, shall cause minutes to be prepared within a reasonable time after each meeting. The minutes shall include: the date, time and location of the meeting; the name of each Board Member present and absent; a verbatim text of all motions voted upon; the names of the Board Members who moved and seconded motions; the disposition of all motions; and, if a roll call vote is requested, the vote of each Board Member by name. Minutes of each meeting shall be adopted by the Board at its next regular meeting.

**6. Review Schedule**

6.1 This policy shall be reviewed in accordance with the Policy Review Schedule published by the Superintendent.

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Revised and adopted: April 9, 2013