

<b>Windham School District</b>	<b>BE</b>
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## BOARD MEETINGS

All School Board Meetings shall be open to the public.

“Meeting” shall be defined as the convening of a quorum of the membership of the Board.

“Quorum” shall be defined as a majority of Board members present, whether in person, by means of telephone or electronic communication, or in any other manner such that all participating members are able to communicate with each other contemporaneously for the purpose of discussing or acting upon any matter.

### **Meeting Notification**

The date, time, and place of regular and special meetings, as well as the major topics to be discussed will be posted in at least two public places (including the district’s website) at least four days before the meetings if possible, but no later than 24 hours in advance.

Exceptions to this procedure can be made to deal with urgent business as determined by the Chairperson as per RSA 91-A:2 II. The minutes of those meetings shall clearly state the need for the exception to the normal procedure and the meeting will be posted as soon as possible.

### **Agenda**

The Chairperson and Superintendent shall prepare all agendas for meetings of the Board. Every Board member has the right to place items on the agenda. However, the Board may choose not to deal with every agenda item. Items not included on the agenda may be brought before the meeting provided it is agreed to by the Board.

Items of business may be suggested by any staff member or citizen of the District, but their inclusion shall be at the discretion of the Chairperson.

The agenda, together with all public supporting materials (not exempt from disclosure under the Right-to-Know Law) that comprise the public packet shall be published (simultaneously for the Board members and the general public) four days prior to the Board meeting if possible and updated when new information becomes available. Board Members are expected to read the

### **Legal References: RSA 91-A**

*Consolidating policies: BEA, BEAA, BEB, BEC, BEDA, BEDB, BEDC, BEDD, BEDG*

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information provided and to contact the Superintendents if additional information is necessary. A limited number of agendas and public packets will be made available at Board meetings.

### **Minutes**

The secretary shall keep a record of the actions of the Board meetings. The minutes of the Board shall include resolutions, motions, the names of the people speaking at the meeting and a brief summary of their comments. Public packets shall be also preserved for the record.

Unless sealed, copies of the draft minutes of a meeting shall be included in the public packet for the meeting at which they are to be corrected if necessary and approved.

All minutes shall be kept in accordance with RSA 91-A:2 and 3 III and will be in the custody of the Superintendent, who will make them available not more than 5 business days after the meeting to interested citizens upon request (72 hours for minutes of non-public sessions).

### **Organizational Meeting**

The Board shall organize annually at its first regular meeting after the District elections and establish a meeting schedule for the upcoming year. Every member shall be notified of the meeting for organization, in accordance with RSA 91-A:2. This meeting shall be opened by the previous Chairperson (if still on the board). If not, the previous Vice Chairperson (if still on the board, otherwise the Board member with the most service as a Board member) will run the meeting until a new Chairperson is elected.

### **Regular Meetings**

Unless otherwise altered by the Board action, regular meetings of the Board shall be held *twice* monthly at a public building in a handicapped accessible location.

### **Workshop meetings**

A less formalized meeting of the Board, generally conducted for the purpose of providing Board Members with a more detailed understanding of a limited number of issues or to permit discussion of issues in greater depth.

### **Non-Public Meetings**

The Board may entertain a motion to hold a non-public session only for those purposes which the law recognizes. The motions calling for a non-public session will indicate the statutory exception invoked (recorded roll call vote required).

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Minutes of non-public sessions can only be sealed by the public vote of 2/3 of the board members present. Board members and all other persons attending a non-public session are duty – bound to not disclose any details of the discussion held.

The Superintendent or his/her designated representative should attend all non-public sessions, except those sessions which pertain to the Superintendent’s employment where the Superintendent’s attendance will be left to the discretion of the Board.

### **Special Board Meetings**

Special Board Meetings are meetings that are called in addition to all Regular Meetings. Special Board Meetings may be called at any time by the Chairperson of the Board or by a board vote.

### **Order of business**

The Board shall follow the order of business set up by the agenda unless the agenda is altered by the Chairperson or by a majority vote of the members present. The Board shall be provided the necessary information at least four days in advance of any action being taken. A majority of the Board may waive the four day notice by a vote or a consensus (explicit or implicit).

### **Rules of Order**

Except as otherwise provided by the law or by the rules of the State Department of Education, meetings of the Board shall be conducted in accordance with generally accepted practices of order and decorum. In the event of a dispute regarding procedural matters, Robert’s Rules of Order, Revised shall serve as a guideline with a vote of the Board being the final authority.

### **Public Information**

All facts and information kept or prepared on the activities of the public schools, except confidential information as exempted by law, will be considered public information. Anyone may have access to and inspect the public records of the Board and schools, during office hours, pursuant to RSA 91-A.

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