



## **8341.2: INTERNAL BOARD POLICIES**

## **Regular Meetings**

Regularly scheduled meetings may be of two kinds: business or educational. The latter type may be held for the purpose of reviewing and evaluating the school program, or the development and discussion of policy.

## **Special (or Called) Meetings**

Special (or called) meetings are to be held to address important matters that may arise between regular meetings and that urgently require action by the Board before the next regular meeting.

Special meetings may be called by the Board president or any two Board members, but all members shall have notice of the time and place of the meeting. Ordinarily, no business shall be transacted except that for which the meeting is called or which is otherwise permitted by law.

## **Emergency Meetings**

Emergency meetings may be called if circumstances exist which require immediate action by the Board. The nature of the emergency shall be stated in the minutes and any formal action taken in such meeting shall pertain only to the emergency. Such emergency meetings may be held by means of electronic or telecommunication equipment.

## **Adjourned Meetings**

Adjourned meetings shall serve as a continuation of a regular meeting, and not as an emergency or called meeting.

## **Closed Meetings**

The Board may hold a closed session by the affirmative vote of a majority of its voting members if a closed session is clearly necessary for the protection of the public interest or for the prevention of needless injury to the reputation of an individual and if such individual has not requested a public meeting. The subject matter and the reason necessitating the closed session shall be identified in the motion to close. The vote to hold a closed session shall be taken in open session. The entire motion, the vote of each member on the question of holding a closed session, the reason for the closed session, and the time when the closed session commenced and concluded shall be recorded in the minutes. If the motion to close passes, the Board president immediately prior to the closed session shall restate on the record the limitation of the subject matter of the closed session. The Board shall restrict its consideration of matters during the closed session to only those purposes set forth in the motion to close as the reason for the closed session. The meeting shall be reconvened in open session before any formal action may be taken on the matters, which were considered in the closed session.

Any Board member shall have the right to challenge the continuation of a closed session if the Board member determines that the session has exceeded the reason stated in the original motion to hold a closed session or if the Board member contends that the closed session is neither necessary for (a) the protection of the public interests or (b) the prevention of needless injury to the reputation of an individual. Such challenge shall be overruled only by a majority vote of the Board. Such challenge and its disposition shall be recorded in the minutes.

## Hearings

Hearings by the Board or a committee of the Board will be held as required or otherwise permitted by law.

Any hearing being held, or noticed or ordered to be held, may by motion approved by the members present be continued or recontinued to a subsequent date; provided, however, that all parties to the hearing shall be informed of the date and place of the continued hearing. If a party to the hearing is not present at the hearing, written notice of the date and time of the continued hearing shall be served as soon as reasonably possible on the non-present party at his or her last known address.

### Date of Adoption

March 4, 2019

### Related Policies and Rules

[8341: Meetings - Types](#)

[8341.1: Reasons for Having Closed Meetings](#)

### Legal Reference

79-554, 79-555, 84-1410, 84-1411