

## **1400 BOARD MEETINGS**

The Board shall provide for such meetings as are authorized by law and necessary to the efficient and proper operation of the school system. There will be advance public notice of all official meetings of the Board of Education. All citizens are welcome to attend Board meetings.

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.

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.

### Regular Meetings:

The Edenton-Chowan Board of Education shall meet regularly on the first Tuesday of each month. In the event that a regular meeting falls on a holiday, the meeting will be held as soon before or thereafter as is practicable. Unless otherwise posted, regular meetings shall be held at the Edenton-Chowan Schools Administrative Offices. The schedule, including the time and place of the regular meetings, will be filed in the Superintendent's office.

1. The chair or Board may reschedule or cancel regular Board meetings, or change the location or time of a regular meeting. If such changes are made, notice of the changes shall be posted in the administrative offices and on the district website and provided to members of the Board, the media, and others, as provided by law.
2. The chair may schedule work sessions and retreats as appropriate to ensure that the Board is sufficiently informed and properly trained to fulfill its duties. The business conducted by the Board in such sessions should be preparational and instructive, with items requiring action being assigned to future regular meetings.
3. The Superintendent shall keep on file a schedule of the Board's regular meetings. In the event that the schedule is changed, a revised schedule shall be filed and publicized at least seven days before the first meeting held under the new schedule.

### Special Meetings:

The chair, the Superintendent, or a majority of members of the Board may call a special meeting of the Board for action or consideration of any action requiring such a meeting. Special meetings of the Board shall consider only those matters specified in the call of the meeting, unless by majority vote the Board agrees to consider other matters. Written notice of the time, place and purpose of a special meeting shall be given to each Board member, posted on the bulletin board in the administrative building and on the district website, and mailed or delivered to each person who has filed a written request for such notice with the Superintendent as required by G.S. 143-318.142. The notice shall be posted and mailed or delivered at least 48 hours in advance of a special meeting.

#### Public Hearings:

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 if 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. 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.

#### Emergency Meetings:

The Superintendent or chair may call an emergency meeting of the Board to consider any emergency situation created by generally unexpected circumstances that require immediate consideration by the Board. Board members will be notified as far in advance as possible of emergency meetings. Each person or organization who has filed a written request for notice of special meetings will be notified immediately after Board members and by the same method used to notify Board members. Only business connected with the emergency may be considered at the emergency meeting.

#### Recessed Meetings:

The Board may recess a meeting to be resumed at a time, date and location announced in open session at the meeting. No further notice of the meeting is required.

#### Open Meetings Law:

It shall be the policy of the Edenton-Chowan Board of Education to transact all of its business in open session as prescribed in the Open Meetings Law. The requirement for open meetings applies to all public bodies operating within the Edenton-Chowan Schools.

Upon a motion and vote of a majority of members present, the Board may go into closed session to discuss business and take action as permitted by the Open Meetings Law. A motion to enter closed session must state the reason(s) that justifies the closed session and any additional information required by statute.

Minutes:

The Superintendent is responsible for maintaining full and accurate minutes of all meetings of the Edenton-Chowan Board of Education, including closed sessions. Minutes of open sessions shall be available for public inspection upon request. Minutes of closed sessions shall be kept confidential so long as necessary to avoid frustrating the purpose of the closed session.

The Superintendent shall send a draft copy of the minutes to members of the Board prior to the next regular meeting, at which time the minutes are to be approved. Minutes are official only after they have been adopted by the Board and signed by the secretary.

LEGAL REF: ~~G.S. 115C-105.27(c1); ch. 143, article 33C~~ G.S. 115C-41, 143-318.9, -318.10, -318.12, -318.14

ADOPTED: June 7, 2004

AMENDED: March 5, 2012; June 1, 2015

**EDENTON-CHOWAN BOARD OF EDUCATION**