

ARTS ACADEMY ELEMENTARY CHARTER SCHOOL

Board Policy

CATEGORY: General

POLICY NUMBER: 105

TITLE: Conduct of Meetings

ADOPTED: August 16, 2018

REVISED:

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| | <p>Conduct of Meetings and Notice:</p> <p>Meetings shall be conducted and notice given in accordance with the provisions in the bylaws and in accordance with the Open Meetings Law.</p> <p>Agenda:</p> <p>It shall be the responsibility of the Chief Executive Officer, in conjunction with the Board President, to prepare an agenda of items of business to come before the Board at each regular meeting. The CEO shall attempt to provide the agenda together with all such reports as can be completed, to each board member at least five (5) days before the meeting. The agenda shall be posted on the school website prior to the meeting. This provision shall not prevent the Board from adding to, modifying or supplementing the agenda at the meeting.</p> <p>The order of business shall be as follows unless altered by the designated chair of the meeting.</p> <p>Call to order</p> <p>Roll Call</p> <p>Approval of Agenda</p> <p>Motion to approve minutes of previous meeting(s)</p> <p>Such other items as designated by the CEO and President</p> <p>The Board may meet in closed session; however, no action on any item shall be taken by the Board at the closed session.</p> |
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Public Participation in Board Meetings:

A member of the public present at a public meeting of the Board may address the Board in accordance with the Board of Trustees' rules and the Open Meetings Law.

Minutes:

The Board shall cause to be made and retain as a permanent record of the Board, minutes of all meetings of the Board of Trustees. The minutes of Board meetings shall be approved at the next succeeding meeting. The Secretary shall provide a copy of the minutes from the previous Board meeting to all Board members five (5) days in advance of the upcoming Board meeting.

Executive Session:

The Board of Trustees may recess for an executive session during the course of a public meeting provided that the presiding officer shall first notify members of the public present that the Board will recess to discuss matters of personnel, litigation or negotiations.

Board Sessions:

The Board of Trustees may meet as a committee of the whole to discuss issues to be acted upon at a subsequent regular or special meeting of the Board except that no action may be taken. Notice shall be provided of a meeting of the committee of the whole as per the notice provision of these procedures.

Reorganization:

The Board shall hold its annual reorganization meeting at the May Board of Trustees Meeting, for the purpose of organization, election of members and officers, and whatever other business the Board may deem necessary. In the event that the annual reorganization meeting is not held on the specified day, the Trustees may hold a special meeting in place thereof, and any business transacted or elections held at such meeting shall have the same force and effect as it transacted or held at the annual meeting, provided that notice is given for the meeting and the notice indicates that the special meeting shall be in place of the annual meeting.

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| | <p>Location:</p> <p>Meetings shall take place at the Charter School. In the event it is not feasible to hold a meeting at the school, meetings may be held at any location that is convenient to the Trustees that does not conflict with the requirements of the Open Meetings Law.</p> |
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