

Meeting Conduct, Order of Business and Quorum Procedures

The district must advertise all meetings, including work sessions and retreats, as meetings that are open to the public. If a Board wishes to devote all or most of a special meeting to an issue or issues to be discussed in executive session (Policy #1410), the special meeting should be called to order and recessed to an executive session. The purpose of the executive session should be announced and recorded in the minutes (e.g., real estate matters, litigation).

All regular meetings must be held within the district boundaries. Special meetings may be held outside the district with proper notice of the time and location.

Meeting Notices

A regular meeting does not require a public notice if held at the time and place provided by Board policy. If the Board does not meet at its regular location, the meeting should be treated as a special meeting with proper notice to the press stating the time, place and purpose of the meeting.

If the Board is to discuss an item in executive session in accordance with Policy 1410, the item of business must also appear on the agenda if final action is to be taken following the executive session.

No meeting notice is required when the Board is acting as a quasi-judicial body in a matter between named parties (e.g., hearing on discharge, nonrenewal or discipline of an employee, unless the employee requests a public meeting; hearing regarding suspension or expulsion of a student, unless the student requests a public meeting) or for the purpose of planning or adopting strategy or positions to be taken in collective bargaining, grievance or mediation proceedings, or reviewing such proposals made by a bargaining unit.

Board Work Sessions

The Board will allow individuals to attend and listen to discussions of the Board during its work sessions. The purpose of the work sessions is to create a time when district information and issues can be discussed. The Board will take no official action at work sessions.

Meeting Recess and Continuation

The Board may recess a regular or special meeting to a specific future time. Notice of such a recess and continuation must be posted at or near the door of the meeting room. Notification to the press is not required.

Adopted: April 1, 2002
Revised Date: May 11, 2022