

BOARD OF EDUCATION MEETINGS

Organizational Meeting

A newly elected Board Member will take the Oath of Office on or before January 1 as her/his term begins January 1. The organizational meeting for the purpose of electing officers for the Board shall be held in January. At the January organizational meeting the Board of Canvassers report will be read and accepted into public record. Check signatures are reviewed at the January organizational meeting.

The previous Board President, Vice President, Secretary, Treasurer, highest ranking Board members, in that order shall chair the meeting until a President is elected.

All voting at a Board meeting shall be by open ballot.

July Fiscal Organizational Meeting

At the July Fiscal organizational meeting it is the policy of the Board to review and approve the bank depositors, auditing firms and Board law firms.

Regular Meetings

All meetings of the Board shall be open to the public with the exception of closed sessions as defined in 0300.01.

Notices of all meetings must contain the name of the District to which the notice applies, its telephone number and its address. The notice must also state where the official minutes of the Board are stored and are available for inspection. Notice for a meeting of a District must always be posted at its principal office and any other locations considered appropriate by the public body.

Special Meetings

Special meetings may be called by the president or any two members of the Board as circumstances demand.

At such meetings only the business for which the meeting was called should be in order, except that if all members are present they may by unanimous vote take any lawful action.

Emergency Meetings

In the event of a severe and imminent threat to the health, safety, or welfare of the District, its employees, or students, any member of the Board may call an emergency session provided the majority of the Board concur that delay would be detrimental to efforts to lessen or respond to the threat. Actual notice of any emergency meeting shall be attempted, but not required to other Board members. No notice of any emergency meeting shall be required.

Information/Work/Study Sessions

Information/work/study sessions of the Board shall be held as called by the President. Such sessions shall be open to the public and properly posted as Board meetings. No action by the Board shall be taken at such meetings.

Administrative Participation

Administrative participation shall be by professional counsel, guidance, and recommendation - as distinct from deliberation, debate, and voting of Board members.

School Board Meetings Notification

The schedule for regular meetings for the fiscal year must be posted within ten (10) days after the July Fiscal organizational meeting of the Board in that fiscal year. The notice must state the dates, times and places of the regular meetings.

The notice of the first meeting shall also be posted.

If the schedule of regular meetings is changed, the new dates, times and places of the regular meetings must be posted within three (3) days after the meeting where the change is made.

When a regular meeting is rescheduled or a special meeting is called, a public notice stating the date, time and place of the meeting must be posted at least eighteen (18) hours prior to the meeting.

All Board members shall receive agendas with supporting documentation no later than three working days prior to a regularly scheduled meeting. Agendas for special meetings may be emailed.

Extended meetings are not in the best interest of the District or the Board. After three hours, any member may make a motion to adjourn the meeting. If a majority of the Board members supports the motion, the meeting will be adjourned.

LEGAL REF: MCL 168.302

*Adopted April 19, 1982
Revised October 20, 2003
Revised June 13, 2005
Revised October 20, 2008*