

**SPAULDING HIGH SCHOOL UNION
DISTRICT #41 - POLICY MANUAL****CODE: C2****1ST READING: 10/05/2015****2ND READING: 11/02/2015****ADOPTED: 11/02/2015**

BOARD MEETINGS, AGENDA PREPARATION & DISTRIBUTION**Policy**

All Spaulding High School Union District #41 board meetings will be held in compliance with Vermont's open meeting laws, 1 V.S.A. §§310 et seq.

Regular Meeting Schedule

Regular meetings of the board will be held at the Spaulding High School library on the first Monday of every month beginning at 6:00 p.m. The meeting schedule will be published and made available by the superintendent to any person on request.

Special and emergency meetings will be called by the chair on his or her own initiative or when requested by a majority of the board and shall be warned appropriately.¹ Only items on the agenda may be acted upon at these meetings.²

Conduct of Board Meetings

Meetings will be conducted in accordance with Robert's Rules of Order, Newly Revised.³ One or more members of the board may attend and participate in a regular, special or emergency meeting by electronic or other means so long as the requirements of 1 V.S.A. §312(a)(2) are met.

Executive Sessions

Executive sessions of the board will be convened only for the purposes stated in 1 V.S.A. §313. The minutes of any meeting where an executive session takes place will reflect the specific statutory reason for convening the executive session. Board members will not make public the confidential issues discussed during an executive session.

¹See 1 V.S.A. See 1 V.S.A. §312(c)(2) & (3)

²See Robert's Rules of Order §9. Although action on items not on the proposed agenda for regular meetings is allowed as "New Business," boards should avoid taking action on non-agenda items at regular meetings. If necessary, emergency meetings can be called to act on matters needing immediate action.

³See 16 V.S.A. §554(b)

Agenda Preparation

The superintendent will prepare proposed agendas for all meetings of the board after consultation with the board chair. Items of business may be suggested by any board member, staff member, student, or citizen of the district. The inclusion of items on proposed agendas will be at the discretion of the board chair and superintendent. An item may only be added or removed from a meeting agenda as the first order of business at the meeting.⁴ Other adjustments to an agenda may be made at any time during the meeting.

Agenda Distribution

The proposed agenda, together with supporting materials, will be distributed to board members by the Superintendent three days prior to regular meetings and as soon as practicable before special and emergency meetings. At least 48 hours prior to a regular meeting and 24 hours prior to a special meeting, the superintendent shall ensure that the agenda is posted on the Spaulding High School website and in the municipal clerk's office as well as on two other designated physical locations in the municipality.⁵ In addition, proposed meeting agendas will be made available to any interested person upon specific request.⁶

Legal Reference(s):

1 V.S.A. §§310 et seq. (Public meetings)

16 V.S.A. §554 (School board meetings)

Cross Reference:

⁴See 1 V.S.A. §312(d)(3)(A)

⁵See 1 V.S.A. §312(d)

⁶This section of this model policy is not required. See 1 V.S.A. §312(c) and (d) for notice and warning requirements for special and emergency meetings.