



Boulder Valley School District

File: BE

Adopted: March 9, 2010, November 8, 2011

SCHOOL BOARD MEETINGS

All meetings of three or more members of the Board at which any public business may be discussed or any formal action taken shall be open to the public at all times except for periods in which the Board is in executive session. All such meetings will be properly noticed and minutes will be taken and recorded as required by law.

No business may be conducted unless a quorum is present. A quorum shall consist of a simple majority (more than half) of the members serving on the Board.

A recording shall be made of regular and special meetings at which votes are taken or as otherwise required by law and at a minimum, shall be an audio recording. Recordings shall be maintained for 90 days.

Election of President Pro Tempore

If at the time of convening any meeting of the Board of Education, the President and Vice President shall be absent, the Board Secretary shall call the Board to order, and the first order of business thereafter shall be the election by all members present of a member who shall be acting president pro tempore; and, when elected, such acting president pro tempore shall continue to preside as president at that meeting with all the powers and privileges of the President.

Regular meetings

Regular meetings of the Board of Education shall be held in the Board room of the administration building at 6500 Arapahoe Road in Boulder, Colorado.

Meetings of the Board shall be held on the second and fourth Tuesday of each month at 6:00 p.m. unless otherwise established by the Board.

Special meetings

Special meetings of the Board may be called by the Board president at any time and shall be called by the president upon the written request of a majority of the members.

The secretary of the Board shall be responsible for giving a written notice of any special meeting to each Board member at least 72 hours in advance of the meeting if mailed or

emailed, and 24 hours in advance if hand-delivered personally to the member. The notice must contain time, place and purpose of the meeting and names of the members requesting the meeting.

Any member may waive notice of a special meeting at any time before, during or after such meeting, and attendance at a special meeting shall be deemed to be a waiver. If any member refuses to waive notice, the meeting will not be held.

No business other than that stated in the notice of the meeting shall be transacted unless all members are present and agree to consider and transact other business.

Work sessions and retreats

The Board, as a decision-making body, is confronted with a continuing flow of problems, issues and needs which require action. While the Board is determined to expedite its business, it is also mindful of the importance of planning, brainstorming and thoughtful discussion without action. Therefore, from time to time the Board may schedule work sessions or retreats, which shall be open to the public. No action shall be taken during such sessions. Public notice of the session, including the topics for discussion and study, shall be provided.

LEGAL REFS.:

C.R.S. § 22-32-108 (board meetings)

C.R.S. § 24-6-401 *et seq.* (Colorado Sunshine Law)

CROSS REFS.:

BEC, Executive Sessions

BEDA, Notification of School Board Meetings

End of File: BE