

SPECIAL BOARD MEETINGS

Background

Special meetings of the School Board may be called to address specific issues. A special meeting is defined as a meeting scheduled after the establishment of a District's regular schedule of meetings. Such meetings may include committee meetings and public hearings on issues, including budget. Notice of special meetings must be provided as specified in this policy.

Objective

The purpose of this policy is to establish the legal purpose and process for the Mt. Lebanon School Board to call and conduct special meetings beyond regular Discussion and Business meetings.

Policy

Special meetings of the School Board may be held at the call of the President. Upon written request of any three (3) members of the Board, the President shall call a special meeting. If the President shall fail to call a special meeting as requested, one may be called by a majority of all of the members of the Board.

Notices of special meetings shall state the particular matter to be considered and may provide for consideration of general purposes also. Only the business for which the special meeting is called shall be in order except that, if all members are present, other action may be taken by unanimous consent in a manner consistent with the Sunshine Law and Policy BED, Meeting Procedures.

School Board members shall receive no less than twenty four (24) hours prior notice of special meetings and three days notice of such meetings if time permits.

Public notice of Special Meetings shall be prominently posted at the principal office of the District or at the public building in which the meeting is to be held. Except for recessed or reconvened meetings, notice shall be published in a newspaper of general circulation with as much notice as practical, but at least 24 hours in advance of said meeting. Upon request, copies of the public notice shall also be provided to any newspaper of general circulation in the District, to any radio or television station which regularly broadcasts into the District and to any interested parties if the newspaper, station or party provides the District with a stamped, self-addressed envelope prior to the meeting. All such notices and postings must include, at a minimum, the date, place, time and purpose of the meeting.

The agenda for the Special Meeting shall be posted on the District website no later than twenty four (24) hours in advance of the scheduled start of the meeting. The agenda shall also be posted at the location of the meeting and at the administrative offices located at 7 Horsman Drive,

Pittsburgh, PA 15228, and copies will be made available to individuals in attendance at the meeting.

Communication

This policy shall be communicated to:

1. All Administrators
2. The Mt. Lebanon Community

Adopted July 19, 2004
Revised September 17, 2018
Revised September 20, 2021