

**Policy Statement #1110 (Administration) of the Board of Education  
Regarding Board of Education Meetings**

I. Purpose

- A. To ensure that all Board of Education meetings where public business is discussed are conducted in an open and public manner, provide reasonable accessibility, and meet all state legal and procedural requirements

II. Definitions

- A. Open Meetings Act – a state law that ensures the meetings of governing bodies at which decisions about the public’s business are made or discussed are open to the public, that the public has reasonable advance notice of the time and place of meetings, that the meetings are accessible to persons wishing to attend, and that written records are kept of the meetings
- B. Public Business – when the Board of Education is acting in its legislative, quasi-legislative, or advisory capacity
- C. Legislative capacity – when the Board of Education approves, disapproves, or amends a policy or a resolution, or takes other steps to set public policy, or when it approves or disapproves an appointment
- D. Quasi-legislative capacity – when the Board of Education approves, disapproves, or amends a contract or a budget
- E. Advisory capacity – when the Board of Education discusses, studies, evaluates, or makes recommendations on a matter of public concern

III. Policy Statement

- A. The Board of Education provides community representation and oversight of the school system and believes transparency in its decision-making is a necessary condition for community engagement; therefore, the Board of Education will conduct meetings that are publicized, provide an opportunity for input by citizens at regularly scheduled business meetings and public hearings, and allow for public viewing and review. Further, because of its deep sense of commitment to the citizens of Calvert County (including students and parents), the Board of Education affirms its commitment to comply with all provisions of the Open Meetings Act.

IV. Delegation of Authority

- A. The Superintendent of Schools is directed to develop administrative procedures to implement this policy in accordance with all local policies and local, state, and federal laws and regulations, and to communicate this policy and accompanying procedures to all relevant parties.

V. Exceptions

- A. There are no exceptions to this policy. However, the Board by majority vote may temporarily suspend all or part of this policy. Suspension of all or part of this policy, however, in no way relieves the Board of its obligation to comply with the pertinent local, state, and federal laws and regulations or the rules and regulations of the Maryland State Board of Education and the Maryland State Department of Education.

VI. Review

- A. This policy will be reviewed at the end of four years, or sooner, if approved by majority vote of the Board of Education in public session.

VII. Effective Date

- A. This policy is effective February 11, 2021.

Citations

State Law: §§ 10-501-10-512 of the State Government Article of the Annotated Code of Maryland  
§ 3-304 of the Education Article of the Annotated Code of Maryland

State Reg.: COMAR 13A.02.01.01

Federal Law:

Adm. Reg.:

Neg. Agr.:

Other Citation:

Related Policy

1100 Policy Regarding Communications

Administration 1110

Adopted: 9/9/1982

Revised: 8/13/1992; 12/14/1995; 4/14/2005; 12/7/2006; 12/10/2009; 12/6/2012; 1/12/17; 2/11/21

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