

## **REGULAR BOARD MEETINGS**

### **Background**

The Pennsylvania Sunshine Act requires all public agencies to take all official actions and conduct all deliberations leading up to official actions at public meetings. The Sunshine Act defines a “meeting” as any prearranged gathering of an agency attended by a quorum (a majority) of members held for the purpose of deliberating agency business or taking official action. “Agency business” means framing or enacting any law or policy entering into a contract or adjudicating rights, duties or responsibilities. Administrative action is excluded from the definition of “agency business.”

All meetings of the Mt. Lebanon School Board shall be open to the press and the public, except as specifically provided by law (see Policy BEC Executive Sessions). The Board encourages residents of the District to attend meetings so they may become familiar with the operations and programs of the District and so that the Board may have an opportunity to hear the concerns and ideas of the public.

### **Objective**

It is the objective of this policy to define and establish the operational function and purpose of the Mt. Lebanon School Board’s Discussion meetings and Business meetings.

### **Policy**

#### **1. Discussion Meetings**

- a. Discussion meetings of the School Board shall be held on the second Monday of each month at 7:30 p.m. unless otherwise ordered by the Board.
- b. Discussion meetings will be held for the purpose of gathering information, discussing pertinent and applicable data, and for deliberating possible courses of action to be taken relative to a topic before the Board. Where deemed appropriate by the Board, official action may be taken in a manner consistent with Policy BED, Meeting Procedures, and the Sunshine Law.
- c. Discussion Meetings will be video recorded for airing on the District’s cable channel unless otherwise determined by the Board.

#### **2. Business Meetings**

- a. Business Meetings of the School Board shall be held on the third Monday of each month at 7:30 p.m. unless otherwise ordered by the Board.
- b. Most official action shall be taken at the Business Meetings except in cases where a Special Meeting (see Policy BEB) or Emergency Meeting (see Policy BEBA) has been called, or in situations where action at a Discussion Meeting is deemed appropriate (see 1.b above).

- c. Business Meetings will be video recorded for airing on the Internet, the District's cable channel, and/or the District's website unless otherwise determined by the Board.

Communication

This policy shall be communicated to:

1. All Administrators
2. The Mt. Lebanon Community

Adopted July 19, 2004  
Revised April 18, 2017  
Revised September 20, 2021