

REGULAR AND SPECIAL BOARD MEETINGS

Waunakee Community School District

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Regular School Board Meetings

A regular meeting of the Board of Education is any Board meeting that is scheduled (or rescheduled) by a formal action of the Board, including any vote that directs the holding of a Board meeting and any vote that adopts a policy or schedule that directs the holding of one or more Board meetings.

Except as otherwise determined or modified by the Board, and except that no regular meeting shall be deemed scheduled by this paragraph on a legal holiday on which the District's administrative offices are also closed, the Board will hold regular meeting(s) at least once a month as follows: on the second Monday of each month at 7:00 p.m.

Special School Board Meetings

A special Board meeting is a meeting initiated by an individual Board member as provided by state law and this paragraph. A special meeting shall be held upon the written request of any Board member. The request shall be filed with the Board Clerk or, in the Clerk's absence, the Board President. Such a request may be filed directly with such officer or at the Office of the Superintendent with a copy provided to such officer. The individual requesting the meeting is responsible for confirming that the request has been received as intended.

The Board officer receiving the written request, or his/her designee, shall ensure that every member of the Board receives written notice of the time and place of any special meeting at least 24 hours prior to the meeting. The written notice may be delivered personally to the Board member, delivered to the Board member's usual residence, or mailed by 1st class mail to the Board member at his/her usual residence in time to arrive at least 24 hours prior to the meeting. However, the requirement of providing each Board member with advance, written notice of a special meeting does not apply and is deemed waived if each Board member consents to holding the special meeting by either:

1. Personally attending the special meeting and consenting; or
2. Providing written consent even though the Board member does not personally attend the special meeting.

Provisions Applicable to All Board Meetings

All Board meetings shall be preceded by appropriate notice, in accordance with state law requirements and Board policy. To the extent consistent with applicable law, a majority of the Board's members constitutes a minimum quorum at any regular or special school board meeting. In the absence of a lawful quorum, the Board may not take any official action other than to end the meeting (unless, in a very rare circumstance, a valid legal exception applies).

No duly elected or appointed member of the Board shall be excluded from any meeting of the Board.

The Board President, or, in the President's absence, the Vice President, shall serve as the presiding officer of each Board meeting. Every Board meeting shall initially be convened in open

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session, although the Board may thereafter convene and hold a closed session to the extent permitted by law and consistent with applicable legal requirements.

The Board President and Clerk shall ensure that minutes of each Board meeting are recorded, approved, signed, and filed in the Board records. The proceedings of each Board meeting shall be published or posted per the requirements of section 120.11(4) of the state statutes, within 45 days after the meeting.

The Board, with the assistance of the District business office, shall ensure that a detailed record of applicable receipts and expenditures is available for public inspection at Board meetings to the extent required by law.

Legal References:

Wisconsin Statutes

Section 19.81(2)	[public access to meetings]
Section 19.83	[governmental meetings; periods of public comment]
Section 19.84	[public notice of board meetings and scheduling of public comment periods]
Section 19.85	[closed session exceptions to meeting in open session; closed session procedures]
Section 19.89	[exclusion of members of a governmental body]
Section 120.11(1)	[regular board meetings and definition of quorum for meetings in common and union high school districts]
Section 120.11(2)	[special board meetings in common and union high school districts; includes board member notification requirements for special meetings]
Section 120.11(4)	[proceedings of school board meetings; financial records]
Section 985.01	[definitions of "proceedings" and "substance" of official action]
Section 990.001(8m)	[general statutory construction of a quorum of a public body]
Section 995.20	[legal holidays]

Cross References:

WASB PRG 170 Sample Policy 1

Adoption/Revision Dates:

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