

BOARD MEETING NOTIFICATON

Code **BEDA** Issued **10/15**

Purpose: To establish the basic structure for board and public notification of board meetings.

The board will provide dates of regular meetings in annual announcements which are made available in printed and/or electronic form to the news media and public.

Notification to board members

The superintendent will distribute notice of each regular meeting of the board with agenda and supporting materials to board members at least three days in advance of the meeting, if possible, to permit them to give items of business careful consideration.

The superintendent will give notice of all special meetings to the members of the board at least 24 hours prior to the time for the meeting. The notice will indicate the purpose of the special meeting.

Public notice

The superintendent will see that written notice of regular board meetings is made public annually at the beginning of each calendar year. The notice will include the dates, times and places of regular board meetings. The superintendent will send the notice to local news media, post it on the district website, and post it at the board meeting place.

The superintendent will post an agenda for regularly scheduled meetings at least 24 hours prior to the meeting. The superintendent will post notice of any called, special or rescheduled meetings in the same place as the notice for a regular meeting. The notice for called, special or rescheduled meetings will include the agenda, date, time and place of the meeting. The superintendent will post notice at least 24 hours prior to the meeting time. This will not apply to emergency meetings.

The superintendent will notify persons or organizations, local news media, or such other news media as may request notification of the times, dates, places and agenda of all public meetings, regular, special, called or rescheduled. The secretary will note the efforts to comply with this policy in the minutes of the meeting.

Adopted 6/2/80; Revised 6/2/97, 11/5/12, 10/5/15

Legal references:

- A. S.C. Code, 1976, as amended:
 - 1. Section 30-4-10 et seq. – Freedom of Information Act.
 - 2. Section 59-19-80 – Requirements as to purchases and teacher employment.