

Regular School Board Meetings

A regular meeting of the School Board 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: pursuant to an annual or other periodic schedule of meetings approved by the Board.

Except as otherwise provided by a decision of the Board, or unless the presiding officer who is responsible for issuing public notice of a regular meeting, or his/her authorized designee, determines that a change of location for a regular meeting is advisable due to the number of anticipated attendees, regular meetings of the Board shall normally be held at the District Office Board Room.

Special School Board Meetings

A special Board meeting is a meeting initiated by an individual Board member as provided under state law and this policy.

1. 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.
 - a. Such a request may be filed directly with such officer or at the Office of the District Administrator with a copy or other reasonable notification of the request directed to such officer.
 - b. The Board member requesting the meeting is responsible for confirming that the request has been received as intended and for adequately identifying the subject matter he/she is proposing for the meeting.
2. The Board officer who receives the written request, or an authorized designee acting on behalf of the officer, shall establish a reasonable date, time, and place for the special meeting **and** issue notice of the date, time, and place of the meeting to each Board member.
 - a. Notice to the members of the Board shall be given in a manner that is likely to give notice to each Board member.
 - b. Except as otherwise permitted by state law, notice to the members of the Board shall be issued so that it arrives or could reasonably be received at least 24 hours prior to the start of the meeting.
 - c. In lieu of adequate prior notice being given to all Board members, a special meeting may be held with the consent of **all** Board members as further provided in state law.

Provisions Applicable to All Board Meetings

All Board meetings shall be preceded by appropriate notice, in accordance with state law requirements. Except to the extent otherwise permitted or required by law: (1) a majority of the Board's members constitutes a minimum quorum at any regular or special Board meeting; and (2) in the absence of a lawful quorum, the Board members who are attending a meeting may not take any official action other than to end the meeting.

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 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. To the extent required by law, the proceedings of Board meetings shall be publicly disseminated within 45 days after the meeting.

Legal References:

Wisconsin Statutes

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

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