BP-7320 (a)

# MEETINGS OF THE BOARD

Note: Alaska's Open Meetings Act AS 44.62.310-312 requires meetings of the Board to be open to the public except as allowed by law and requires reasonable public notice of such meetings. 1994 revisions to the Act are reflected in this policy.

Meetings of the Board are conducted for the purpose of accomplishing district business. A meeting of the Board shall consist of any gathering of the members of the Board when three or more members are present and collectively consider a matter upon which the Board is empowered to act. As a matter of district policy and state law, meetings ordinarily shall be open to the public. The Board may meet in closed sessions only to discuss certain matters as permitted or required by Alaska's Open Meetings Act. A quorum of the Board is three members. All business of the Board must be conducted at a duly convened meeting of the Board. Poll voting between meetings is not allowed.

Reasonable public notice shall be given for all meetings of the Board in accordance with law and district practice and shall be posted at all regular district and school sites before the meeting. Such notice shall include the date, time, and place of the meeting and, if the meeting is by video or teleconference, the conferencing platforms that will be used. Public meetings may not be held in a private home or private business.

**Regular Meetings**

All regular meetings of the Board shall be held on the third Monday of each month with the exception that the October meeting will be held on the first Monday following the certification of City of Wrangell election results if such certification has not occurred prior to the third Monday of the month. The School Board President may choose to hold the regular meeting on a day other than the third Monday of the month to accommodate the schedule of the school board members provided that there is ample advertising to the public.

There will be no regularly scheduled Board meeting in July.

**Special Meetings**

Special meetings may be called on an as needed basis by the presiding officer or a majority of the Board members during a meeting. Outside of a Board meeting, individual Board members may contact the Board President/designee to request a special meeting when the need arises.

Except in cases of emergency, notice of special meetings shall be provided (at least 24 hours before the meeting) to all Board members, the Superintendent, and to the local media. This notice shall also be posted to the District website at least 24 hours before the meeting. This notice shall specify the date, time, and place of the meeting.

Notice of special meeting shall include a statement of the purpose of the meeting. No business may be transacted other than that stated in the notice of the meeting.

BP-7320 (b)

# MEETINGS OF THE BOARD

## Emergency Special Meetings

The Board President or designee shall give notice of an emergency special meeting to the local media by telephone before the meeting. If in that event telephone services are not functioning, the notice requirement is waived. As soon after the meeting as practicable, the Board shall notify local media that the meeting was held and shall describe the purpose of the meeting and any action taken by the Board.

## Work Sessions

Work sessions will be held as needed for the purpose of Board study or training and will be open to the public. The sessions will be advertised in accordance with the notification requirements for special meetings. No official action may be taken at a work session.

## Teleconferences

Recognizing the inherent responsibility and statutory duties of Board members, the Board strongly encourages board members to attend and participate at meetings of the Board. Though great importance is given to the physical presence of Board members at meetings, the attendance and participation of members by teleconference is authorized whenever physical presence is not practicable. All votes at a meeting of members attending by teleconference or video conference shall be taken by roll call vote.

The Board also authorizes the use of teleconferences and video conferences for Board meetings when receiving public comment or testimony and during Board deliberations.

*Legal References:*

*ALASKA STATUTE*

*29.20.020 Meetings Public*
*44.62.310 Agency Meetings Public*
*44.62.312 State policy regarding meetings*

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