

## SCHOOL BOARD MEETINGS

### **Regular Meetings**

Regular meetings of the Board shall normally be held on the first Wednesday evening of each month beginning no later than 7:00 P.M. with the hearing of delegations. Additional meetings will be held as necessary, normally on the third Wednesday of the month. The date and time of a meeting may be changed, as necessary, by the Chair and Superintendent. When the first Wednesday of the month falls during the week of a legal holiday, the regular meeting may be held within two weeks. All meetings of the Board shall be held in the Sacopee Valley Middle School Administrative Conference Room unless otherwise designated.

### **Special Meetings**

A special meeting of the Board is a meeting that is held to address important matters that arise between regular meetings and/or require Board action before the time set for the next regular meeting, or to consider a single subject in one session.

A special meeting may be called at any time at the discretion of the Chair or at the request of the Superintendent. A special meeting may also be called upon written request of a majority of the Board to the Superintendent.

The Superintendent shall be responsible for providing notice of a special meeting to Board members at least 48 hours in advance of the meeting. The notice or agenda shall indicate the subject(s) of the meeting and action to be taken.

No business other than that stated in the notice of the meeting shall be transacted, unless the Board agrees by a majority vote to consider other business.

### **Emergency Meetings**

An emergency meeting of the Board is a meeting that is called because a matter is so urgent that it must be addressed immediately and the advance notice required for a special meeting cannot reasonably be provided.

An emergency meeting may be called by the Chair or at the request of the Superintendent.

Whenever practicable, 24 hour advance notice will be provided. The Superintendent shall post the agenda of an emergency meeting on the website.

No business may be transacted other than that related to the purpose for which the emergency meeting is called.

### **Executive Sessions**

Executive sessions of the Board shall be called and conducted in accordance with state law. Only the matter(s) stated in the motion to enter executive session shall be considered. No final action may be taken in executive session.

## **Workshops and Informational Meetings**

The Board, at its discretion, may schedule workshops and other meetings to discuss a particular subject or proposal or to gather input from staff, community, or other groups.

No formal action shall be taken by the Board at any meeting other than a regular meeting, special meeting, or emergency meeting.

Legal References: 1 MRSA § 403 et seq.  
20-A MRSA § 1001

Cross References: BEC—Executive Sessions  
BEDA—Notification of Board Meetings  
BEDB—Agenda Preparation and Dissemination

Adopted: February 1, 2017