

# Mounds View Public Schools Board Governance Policy

## **BG-0104 School Board Meetings**

The regular meeting of the School Board will be held on the second and fourth Tuesday of each month. This will be designated as the regular monthly meetings. If it is deemed necessary, any number of additional meetings may be held on any other mutually agreed upon dates. The School Board will adopt an annual meeting schedule that will be on file at the office of the Superintendent. The Chair or Clerk or any three members may call a special meeting upon notice mailed to each member at least three days prior to the meeting date. No business will be transacted except that for which the special meeting is called and which will be stated in the call.

The School Board will recognize the importance of public notice of all meetings and will furnish a copy of the agenda to any citizen who requests this information. The School Board will, prior to each meeting, post the agenda at the District Office and at the meeting site if elsewhere.

For a special meeting which is not an "emergency meeting," the School Board will post notice of the date, time, place and purpose of the meeting on its principal bulleting board or, if none, on the door of its usual meeting room. The notice must also be mailed or delivered to persons who have filed written requests for notice of special meetings. The notice must be posted or mailed at least three days before the date of the meeting. As an alternative to mailing or delivering notice to those on the requestor list, the School Board may publish the notice once, at least three days before the meeting, in the official newspaper or, if none, in a qualified newspaper of general circulation within the Mounds View Public Schools.

An "emergency" meeting is a special meeting called because of circumstances that, in the judgment of the School Board, require immediate consideration by the School Board. For an emergency meeting, the School Board must make good faith efforts to provide notice of the meeting to each news medium that has filed a written request for notice if the request includes the news medium's telephone number. Notice will be given by telephone or by any other methods used to notify the School Board members. The notice is to be provided to the news medium as soon as reasonably practicable after notice has been given to the members. The notice will include the subject of the meeting.

The minutes of the proceedings of the School Board at the previous meeting, together with the next agenda and related materials, will be prepared by the Secretary and mailed, delivered or transmitted to the members at least forty-eight hours before the time of the next regular meeting. The School Board at the next regular meeting will approve the minutes of the preceding meeting. A copy of all motions and resolutions will be carefully recorded. The names of those who make motions, those who second motions and those voting "aye" or "nay" will be recorded except when the vote is unanimous. The official minutes will be bound and kept as the permanent record of the School Board after being signed by the Clerk of the School Board. All records of the School Board will be available to citizens for inspection at the office of the Superintendent.

### **Rationale:**

Effective public engagement and state law requires the School Board operate in a specific and known meeting and communication patterns.

### **Reference:**

M.S. 123B.09, Subd. 6

### **Notes:**

Adopted: June 25, 2002

Reviewed: January 26, 2010