



BOARD MEETINGS

Policy Code: 2300

The Board, as a corporate body, may transact business only at official meetings of the Board. An individual Board member has no authority to act absent the delegation of authority by the Board at an official meeting. As defined by law, an official meeting of the Board includes any meeting, assembly or gathering together at any time or place or the simultaneous communication by conference telephone or other electronic means of a majority of the members of a public body for the purpose of conducting hearings, participating in deliberations, or voting upon or otherwise transacting the public business of the public body. However, a social meeting or other informal assembly or gathering together of the members of a public body does not constitute an official meeting unless called or held to evade the spirit and purposes of the Open Meetings law.

A. TYPES OF MEETINGS

While the Board is determined to operate efficiently, it also is mindful of the importance of thoughtful planning and discussion prior to taking formal action. Regular meetings will be held at a predetermined time and place to conduct the business of the Board. In addition, the Board may hold emergency meetings, work sessions, retreats, public hearings, or other special meetings as it deems necessary to act in a timely manner and provide its members and executive staff with the opportunity to have an exchange of ideas and receive input from other staff, parents, students and the community.

B. REGULAR MEETINGS

The Board shall meet monthly at least one Monday (generally the second Monday of each month) at 7 p.m. at Franklin County Schools' Central Office (53 West River Road, room A107) in Louisburg, North Carolina. Exceptions to this will be announced in advance as specified by law. The Board may hold special and emergency sessions as needed. Notice of any and all special and emergency meetings of the Board shall be given in the manner prescribed by law. Further, local media shall be notified of such meetings without charge to them.

C. EMERGENCY MEETINGS

An emergency meeting may be called in order to address generally unexpected circumstances that require immediate consideration by the Board. Under these circumstances, the Chairperson or the Superintendent will call an emergency meeting when (a) three members so request; or (b) the Chairperson determines the meeting is necessary.

D. SPECIAL MEETINGS

1. Retreats and Workshops

Retreats and workshops are special meetings that may be scheduled in order to give the Board more time to deliberate or evaluate issues. The Chairperson or the Superintendent will call a retreat or workshop upon a majority vote of the Board.

2. Public Hearings

Public hearings required by law or deemed advisable by the Board will be organized by a special order, adopted by a majority vote, setting forth the subject, date, place and time of the hearing as well as any rules regarding participation, such as the length of time for each speaker. The purpose of the meeting is to gather information and hear opinions from the community. Generally, Board members will respond only to seek clarification. At the appointed time, the Chairperson or designee will call the hearing to order and preside over it. When the allotted time expires or when no one wishes to speak, the Chairperson or designee will declare the hearing ended.

3. Other Special Meetings

Other special meetings may be scheduled between regular meetings. The Chairperson or the Superintendent will call a special meeting to address a particular item or topic when (a) three members so request; or (b) the Chairperson determines one is necessary.

E. PARLIAMENTARY PROCEDURES

Except as otherwise provided by law or by the policies of the Board, meetings of the Board will be conducted in accordance with Robert's Rules of Order.

The Chairperson is authorized to entertain and rule on questions concerning parliamentary procedure and to seek counsel of the Board attorney when necessary to clarify or construe any relevant procedural provision.

F. QUORUM

In order to conduct official business at a regular or special meeting, a quorum of the Board must be present. A quorum is defined as more than half of the members of the Board. If a quorum is not present at any meeting, the chairperson will postpone the meeting until such time as a quorum can be present, provided adequate notice is given pursuant to the Open Meetings Law. Proxy voting will not be recognized by the Board.

G. VOTING METHODS

Voting will normally be by voice vote on all matters coming before the Board for action; however, any member may call for show of hands. In either event, the minutes will reflect the vote of each member voting and the abstention of any member present but not voting, unless the vote was unanimous.

A member must vote on all issues unless there is a conflict of interest which will be so stated before the vote is taken and the reason recorded in the minutes.

No secret ballots are permitted. If the Board decides, by majority vote, to vote by written ballot, each member must sign his or her ballot and the ballots must be available for public inspection in the Superintendent's office immediately following the meeting and until the minutes are approved at which time they may be destroyed.

H. OPEN MEETINGS LAW COMPLIANCE

The Board will comply with the open meeting law, including notice of meetings.

Legal References: G.S. 115C-41(b), 143-318.9 et seq.

Cross References: Compliance with the Open Meetings Law (policy 2320)

Adopted: 03/08/99; 6.14.10