

2030.

ADMINISTRATIVE REGULATIONS ON SPECIAL
AND EMERGENCY MEETINGS OF THE BOARD

2030.1 The Superintendent-President shall administer these regulations.

2030.2 Special Meetings

- A. Whenever a special meeting of the Board of Trustees is called, the Superintendent-President shall cause the call and notice to be posted at least twenty-four (24) hours prior to the meeting in a location freely accessible to the public. The Superintendent-President shall also ensure that the following notices of the meeting are delivered either personally or by other means:
1. Written notice to each member of the Board, including the student member.
 2. Written notice to each local newspaper of general circulation, and each radio or television station that has previously requested in writing to be provided notice of special meetings.
- B. The written notice must be timely sent so that receipt is at least twenty-four (24) hours before the time of the meeting as set out in the notice. The notice shall specify the time and place of the special meeting and the business to be transacted or discussed. The notice may be waived by members of the Board in writing either prior to or at the time of the meeting.
- C. Minutes of special meetings shall be handled in the same manner as for regular meetings.

2030.3 Emergency Meetings

- A. Whenever an emergency meeting of the Board is called, the Superintendent-President shall cause notice to be provided by telephone at least one hour prior to the meeting to each local newspaper of general circulation and each radio or television station that has requested notice of special meetings. If telephone services are not functioning, the Superintendent-President shall provide the newspapers, radio stations and television stations with information regarding the purpose of the meeting and any action taken at the meeting as soon after the meeting as possible.
- B. Minutes of such a meeting, a list of persons who the Board President or Superintendent-President contacted or attempted to notify, a copy of



the roll-call vote, and any actions taken at the meeting shall be posted for ten (10) days in a public place as soon after the meeting as possible.

Approved: November 13, 2012

