

## MEETINGS

### Regular and Special Meetings

The School Board shall meet the fourth Monday of each month at 7:00 p.m. in the High School Library. Time or location changes may be approved by the Board at a prior meeting or by agreement of the Board President and District Administrator.

A special School Board meeting may be called by vote or petition of a majority of the members or by the Board President or by written request of any Board member.

All meetings of the Board shall be open to the public, except for executive sessions. Executive sessions shall be conducted in accordance with Wisconsin Statute 19.85. Only Board members and those invited by the board may be present during executive sessions.

No agenda items may be introduced after 10:00 p.m. unless the meeting has been extended by motion duly made and passed.

The annual budget meeting shall be held before the end of October.

Unless otherwise specified in Parliamentary Definitions, meetings shall be conducted according to Robert's Rules of Order, Revised.

### Notification

The District Administrator shall be responsible for the legal posting and notification of Board meetings in accordance with Wisconsin Statute 19.84. Board members shall receive electronic or written notice at least two days prior to all meetings. Public notice shall be given at least 24 hours prior to a meeting. Even if an agenda must be supplemented with urgent matter, in no case shall notice be less than two hours.

Written public notice of all Board and committee meetings, including an agenda of business to be considered, shall be posted at designated locations in the District and shall be given to the Stanley Republican at least two days before the meeting. Other parties may receive meeting notices by filing a written request with the Board Clerk.

### Agenda

The Board President and District Administrator will determine the agenda for all School Board meetings and will consider a Board member request for inclusion of agenda items provided the request is timely enough for proper legal notification.

The Board shall not gather information on, discuss, or act upon any subject at a Board meeting that is not included on the noticed meeting agenda. The Board may ask questions of speakers during public comments, but shall take no action upon their petitions until the subject has been properly noticed on a meeting agenda.

## Quorum

A majority of all elected members of the School Board (four members) shall constitute a quorum for regular and special Board meetings.

No duly elected or appointed Board member may be excluded from any Board meeting or from any meeting of subunits or committees of the Board.

## Voting

Except as required by law, a majority of those members voting on an issue shall be the number required to pass it. Regardless of the number voting, four votes are required to pass the annual budget.

Roll call votes shall be used and will be recorded. Roll calls will rotate alphabetically by last name for each school board meeting. Secret ballot votes may only be used for the election of Board officers.

## Minutes

The Board Secretary will record a complete and accurate set of minutes for each regular and special Board meeting. Approved minutes will be signed by the Clerk and one other officer of the Board.

The minutes of executive sessions will be maintained in a confidential file in the District Administrator's office. Other official minutes will be maintained by the executive secretary to the District Administrator.

Minutes constitute the official record of the proceedings of the Board and will include:

1. A record of all actions taken by the Board, including all votes
2. A record of all resolutions, orders, procedures and motions in full
3. A record of all expenditures

Approved minutes of regular and special Board meetings shall be submitted to the Stanley Republican within 45 days after the meeting is held. Minutes of all Board and committee meetings and the record of expenditures shall be available to the public upon request to the District office in accordance with Wisconsin Statute 19.35.

## Committees

The Board may create ad hoc or special task committees comprised of Board members, school staff, or members of the community. Such groups will dissolve upon completion of their assigned work.

Committee meetings shall be subject to the same notification and agenda requirements as regular Board meetings.

Revised: February 24, 2014