

### Meeting Notice

Public notice will be given for meetings and work sessions held by the board. Public notice will indicate the time, place, date and tentative agenda of board meetings. The public notice will be posted on the window in the central administration office at least one (1) day before it is scheduled, but, at the minimum, twenty-four hours notice needs to be given. A copy of the public notice will be accessible by employees and students. A copy of the public notice will be provided to those who have filed a request for notice with the secretary. These requests for notice must be in writing.

In the case of special meetings, public notice will be given in the same manner as for a regular meeting unless it is an emergency meeting. In case of an emergency meeting, public notice of the meeting will be given as soon as practical and possible in light of the situation. The media and others who have requested notice will be notified of the emergency meeting. Attendance at a special meeting or emergency meeting by the media or board members will constitute a waiver of notice.

It is the responsibility of the board secretary to give public notice of board meetings and work sessions.

### Quorum for Meetings

Action by the board regarding the affairs of the school district may be taken only when a quorum, a majority of the board members, is in attendance at the board meeting. The adjournment of a meeting may be executed without a quorum.

It is the responsibility of each board member to attend board meetings. While all board members are encouraged to attend board meetings, three members will constitute a quorum and are a sufficient number to transact business of the school corporation.

An affirmative vote of a majority of the votes cast is sufficient to pass a motion or take action unless law or board policy requires a vote of a greater number.

### Agenda

The tentative agenda for each board meeting will state the topics for discussion and action at the board meeting. The agenda is part of the public notice of the board meeting and will be posted and distributed.

Persons requesting to place an item on the agenda must make a request to the superintendent prior to the drafting of the tentative agenda. The person making the request must state the person's name, address, purpose of the presentation, action desired, and pertinent background information. Requests from the public may be added to the tentative agenda at the discretion of

the superintendent after consultation with the board president. Requests received after the deadline may only be added to the agenda for good cause.

The tentative agenda and supporting documents will be sent to the board members two (2) days prior to the scheduled board meeting. These documents are the private property of the board member. Persons wishing to view the tentative agenda and supporting documents may do so at the central administration office.

The board will take action only on the items listed on the tentative agenda posted with the public notice. Items added to the agenda may be discussed or taken under advisement by the board. If an added item is acted upon, the minutes of the board meeting will state the reason justifying the immediate action.

It is the responsibility of the board president and superintendent to develop the agenda for each board meeting.

#### Robert's Rules of Order

The Board shall follow Robert's Rules of Order, Revised, latest edition as modified by this policy and subsequent rule.

Approved: 10/22/12

Reviewed: 2/23/15

Revised: