

Addison Northwest Supervisory Union Policy

SECTION: BOARD PROCEDURES

CODE: C2

TITLE: BOARD MEETINGS, AGENDA PREPARATION AND DISTRIBUTION

Policy

All Board meetings in the Addison Northwest Supervisory Union will be held in compliance with Vermont's open meeting laws, 1 V.S.A. 310 et seq.

Regular Meeting Schedules

Regular meetings will be held according to a schedule fixed in advance of the school year. The meeting schedule will be published and made available to the news media by the Superintendent.

Special and emergency meetings will be called by the Chair on his or her own initiative or when requested by a majority of the board and warned appropriately. Only items on the agenda may be discussed at these meetings.

An agenda for each meeting will be prepared by the Superintendent after consultation with the board Chair and in compliance with board policy on agenda preparation.

All meetings of the Board, except for executive sessions, will be open to the public.

Organization

At the next regular or special meeting following the annual election of board members, the Board will elect its officers for a term of one year or until successors are elected. The officers of the each Board shall be: Chair, Vice-Chair, Clerk, and, voting delegates to the ANWSU Board (for five member boards, 3 delegates including chair; for three member boards, 1 delegate).

Conduct of Board Meetings

Meetings will be conducted in accordance with Robert's Rules of Order, Newly Revised. One or more members of the Board may attend and participate in a regular, special or emergency meeting by electronic or other means so long as the requirements of 1 VSA 312(a)(2) are met.

Executive Sessions

Executive sessions of the board will be convened only for the purposes stated in 1 V.S.A. §313. The minutes of any meeting where an executive session takes place will reflect the specific statutory reason for convening the executive session. Minutes of executive sessions will NOT be kept and board members will not make public the confidential issues discussed during an executive session. Executive sessions are attended by board members and, at the Board's discretion, staff, legal counsel and other persons who the Board deems necessary to the purpose of their deliberations.

Agenda Preparation

The Superintendent will prepare all agendas for meetings of the board after consultation with the board Chair. Items of business may be suggested by any board member, staff member, student, or citizen of the town school district. The inclusion of items will be at the discretion of the board Chair and

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Superintendent, unless a majority of the board votes to place an item on the board's agenda. An item may only be added or removed from a meeting agenda as the first order of business at the meeting. Other adjustments to an agenda may be made at any time during the meeting. The agenda will include all items on which the board will take action and any proposed executive sessions including the reasons for such sessions.

Agenda Distribution

The agenda, together with supporting materials, will be distributed to Board members by the Superintendent five days but no less than three days prior to regular meetings and as soon as practicable before special meetings.

At least 48 hours prior to a regular meeting and 24 hours prior to a special meeting, the superintendent shall ensure that the agenda is posted. Copies of the agenda will be posted in the office of each school in the District, and in the Town Clerk's office, the ANWSU Superintendent's office and on the ANWSU website. Upon request, the press, school staff, students, community members and concerned persons will be provided with copies of the agenda in advance of regular or special meetings.

In all instances, the Superintendent and Board will adhere to the provisions of 1 V.S.A. §312 regarding notice and agenda distribution.

Date Revised/Adopted: April, 2008; December, 2015
Legal Reference(s): V.S.A. §§310 et seq. (Public meetings)
Cross Reference: