

Richmond School District Policy Statement
Regular/Special Board Meetings

Policy #: 171

Official business of the School Board shall be transacted at regular monthly meetings and at such other meetings of the Board as are authorized by law.

All regular and special meetings of the Board will be open to the public except as provided by law. Board meetings are not meetings of the public, but meetings of the Board held in public and the Board may impose limits on public participation at meetings in order to carry out its legal functions properly and efficiently. See Policy #187.

Only those items of business included on the noticed agenda shall be discussed and/or acted upon by the Board at the meeting. However, to the extent consistent with the public notice of any period of public comment period that is to take place at a meeting, the Board may discuss (but not take any action upon) any subject matter that is raised by a speaker even though the subject matter was not specifically noticed as an item of business for the meeting.

Board meetings shall be moved to a larger school facility within the District when evidence is made available to the District Administrator or Board President that a larger crowd than can be accommodated in the Community Room will be in attendance.

All meetings will be conducted in compliance with state and federal statutes. No meeting will be held at any place where discrimination on the basis of disability, race, creed, color, gender, age, or national origin is practiced.

To implement and ensure the public policy herein expressed, all meetings of the Board of Education shall be publicly held and open to all citizens at all times except for executive or closed sessions as permitted by the statutes.

The Board of Education annually shall set the dates and times for regular meetings. Only a majority of the Board members and subsequent notification of the local newspapers shall change a meeting date. The District Administrator shall provide each member with an agenda prior to the meeting.

Special Board Meetings

A special Board meeting is a meeting initiated by an individual Board member as provided under state law and this policy.

1. A special meeting shall be held upon the written request of any Board member. The request shall be filed with the Board Clerk or, in the Clerk's absence, the Board President.
2. The Board officer who receives the written request, or an authorized designee acting on behalf of the officer, shall establish a reasonable date, time, and place for the special meeting **and** issue notice of the date, time, and place of the meeting to each Board member.
 - a. Notice to the members of the Board shall be given in a manner that is likely to give notice to each Board member. Discretion is granted to use in-person, written, telephonic,

or electronic methods of providing notice of special meetings to board members.

- b. Except as otherwise permitted by state law, notice to the members of the Board shall be issued so that it arrives or could reasonably be received at least 24 hours prior to the start of the meeting. Shorter notice is permitted (not less than 2 hours) if, for good cause shown, it would be impossible or impractical to give at least 24-hour notice.
- c. In lieu of adequate prior notice being given to all Board members, a special meeting may be held with the consent if either (a) all school board members are present at the special meeting and consent to holding the meeting, or (b) every school board member consents to hold the meeting in writing even though he/she does not attend the meeting.
- d. Once a special meeting is requested, nothing in the state statute requires the board to limit the subject matter of the meeting to the specific item(s) of business identified by the board member who made the request for the meeting. As long as proper notice of any additional subject matter is given, additional items of business could be added to the agenda of a special meeting.

Minutes of each meeting shall be recorded, and the proceedings of each meeting shall be posted within 45 days of each board meeting.

The Board, with the assistance of the school district business office, shall ensure that a detailed record of receipts and expenditures is available to the public for inspection at each board meeting.

Meetings may be adjourned to a specific date for the consideration of unfinished business.

Board member and public notice of regular Board meetings shall be given in accordance with state law and established District procedures.

Wisconsin Statutes

<u>Section 19.81(2)</u>	[public access to meetings]
<u>Section 19.83</u>	[governmental meetings; periods of public comment]
<u>Section 19.84</u>	[public notice of board meetings and scheduling of public comment periods]
<u>Section 19.85</u>	[closed session exceptions to meeting in open session; closed session procedures]
<u>Section 120.11(1)</u>	[regular board meetings in common and union high school districts]
<u>Section 120.11(2)</u>	[special board meetings in common and union high school districts; includes board member notification requirements for special meetings]
<u>Section 120.11(4)</u>	[proceedings of school board meetings; financial records]
<u>Section 985.01</u>	[definitions of “proceedings” and “substance” of official action]
<u>Section 995.20</u>	[legal holidays]

Approved: 12/10/01

Revised: 4/23/07, 11/14/16, 4/27/20