



37 a meeting is called prevent full compliance with the notice requirements for a Special Meeting, the  
38 Superintendent need comply with those requirements only to the extent reasonably possible,  
39 keeping in mind the interest of the public and news media in having advance notice of all Board  
40 meetings. A statement of the nature of the emergency shall be reflected in the minutes of each  
41 emergency meeting.

42 3.3 Statutory Meeting. A Statutory Meeting is any meeting that is required by statute.  
43 The same procedures that are observed in providing notice of a Special Meeting shall be observed  
44 in providing notice of a Statutory Meeting.

45 3.4 Business Days. The term “business days” excludes Saturdays, Sundays and legal  
46 holidays.

#### 47 4. **Pre-Meeting Procedures**

48 4.1 Notice of Regular Meetings. Notices of all Regular Meetings shall be posted, by  
49 the Superintendent or designee, and maintained in a conspicuous location in or at the Board’s  
50 administrative office and shall be accessible to the public. All such notices shall be posted at least  
51 three business days in advance of a scheduled Regular Meeting. If the notice is posted during  
52 business hours, the date of the posting shall be included as one of such three business days.  
53 However, the date of the meeting shall not be included as one of such three business days. Each  
54 such notice shall state the date, time and place of the meeting and include an agenda for the  
55 meeting. If a Regular Meeting is cancelled or postponed, a notice of such cancellation or  
56 postponement shall be posted in the same location as soon as feasible after the cancellation or  
57 postponement has been determined. Notice of a Regular Meeting may also, at the discretion of  
58 the Superintendent, be published on the Internet or posted at other locations. [OPTION to require  
59 posting (hard or electronic copies) at additional locations and/or in additional manners (such as to  
60 media outlets – as described below in 4.3.), and option to deliver to Board members.]

61 4.2 Notice of Special Meetings. Notices of all Special Meetings shall be posted, by the  
62 Superintendent or designee, and maintained in a conspicuous location in or at the Board’s  
63 administrative office and shall be accessible to the public. All such notices shall be posted at least  
64 two business days in advance of a Special Meeting. If the notice is posted during business hours,  
65 the date of the posting shall be included as one of such two business days. However, the date of  
66 the meeting shall not be included as one of such two business days. Each such notice shall state  
67 the date, time, place and purpose of the meeting. If a Special Meeting is cancelled or postponed,  
68 a notice of such cancellation or postponement shall be posted in the same location as soon as  
69 feasible after the cancellation or postponement has been determined. Notice of a Special Meeting  
70 may also, at the discretion of the Superintendent, be published on the Internet or posted at other  
71 locations. [OPTION to require posting (hard or electronic copies) at additional locations and/or in  
72 additional manners (such as to media outlets), and option to deliver to Board members.]

73 4.3 Notice of Changes. Notice of changes to a posted agenda shall be provided in the  
74 same manner as the initial notice, except that changes must be posted at least two business days in  
75 advance of the meeting. Emergency changes to an agenda need not be posted in advance of a  
76 meeting, if time does not permit such posting.

77 4.4 Notice to Media. The Superintendent shall cause advance notice to be provided to  
78 members of the media of Regular and Special meetings, in the same format described in sections  
79 4.1 and 4.2, above, upon request. [OPTION to designate the specific media that will be provided  
80 advance notice and with what frequency is available.]

## 81 5. Meeting Procedures

82 5.1 Compliance with Open Governmental Proceedings Act. All meetings shall be open  
83 to the public except when the Board is in a lawful executive session. The President of the Board  
84 and each member of the Board shall be familiar with all of the provisions of the Open  
85 Governmental Proceeding Act and shall undertake to observe the requirements of the Act. Special  
86 attention should be paid to one of the exceptions to the open meetings requirements, that of  
87 adherence in relation to all motions to convene in executive session. Except for employee and  
88 student hearings conducted in executive sessions, executive sessions shall not be recorded by  
89 mechanical means; however, board minutes shall identify the authorized reason for each executive  
90 session and shall record the persons in attendance. A motion to go into executive session must be  
91 made and adopted in the open portion of the meeting, with the presiding officer identifying, to  
92 both the board and the general public, the authorization under the statute for the session. The Board  
93 shall determine who shall be permitted to attend an executive session, in addition to the Board  
94 members and the Superintendent. [OPTIONAL: No member of the Board, or employee of the  
95 Board, may knowingly and improperly disclose any confidential information acquired in the  
96 course of his/her official duties.]

97 5.2 Presiding Officer. The President shall preside at all meetings of the Board. In the  
98 absence, disability, or disqualification of the President, the Vice-President shall act instead; if  
99 neither person is available, any member shall be designated by a plurality of those present to  
100 preside. The act of any person so designated shall be legal and binding. [OPTIONAL – Should the  
101 President attend a meeting by electronic means, the Vice-President shall preside instead, if  
102 physically present for the meeting; if neither person is physically present for the meeting, any  
103 member shall be designated by a plurality of those present to preside.]

104 5.3 Presentations. All members of the public desiring to address the Board on any topic  
105 at a Regular Meeting, or at a Special meeting on a topic within the stated purpose of the meeting,  
106 are encouraged to make arrangements in advance with the Superintendent. However, advance  
107 arrangements are not necessary, as such persons may sign up at the meeting up until it begins.  
108 [OPTION of cutting off public comment sign-ups no more than 15 minutes before the scheduled  
109 start of the meeting.] Each speaker must provide his or her name and the topic to be addressed  
110 [OPTION: requiring people, when they sign up, to indicate the topic they will address is optional],  
111 and may be asked to provide contact information. Presentations shall be limited to five minutes  
112 unless otherwise designated by the Board. [OPTIONAL – may choose a number greater or less  
113 than 5 minutes, within reason.] Delegations are encouraged to use a spokesperson to present their  
114 concerns or proposals. In its discretion, the Board may choose to schedule a speaker's or  
115 delegation's remarks to coincide with a topic on the agenda, and may limit the total time to be  
116 devoted to comment on a particular issue or agenda item.

117 5.4 Reconvening Meeting when Space is Limited. In the event the place where a  
118 meeting is initially convened has inadequate space to accommodate members of the public who

119 desire to attend or make presentations to the Board, the Board may recess the meeting and  
120 reconvene the meeting at an alternate location on such date and at such time announced at the time  
121 of the recess. A notice identifying the alternative location, date and time shall be posted at the  
122 location of the recessed meeting. Such notice regarding the new location shall be posted where it  
123 is visible and prominent to people who arrive at the building after the move to a different location  
124 occurs. In the event a meeting is reconvened to a different date, the notice requirements for Special  
125 Meetings shall be observed.

126           5.5    Telephone/Electronic Attendance. Instead of attending a meeting in person,  
127 members of the Board may attend and participate at any meeting by means of telephone, video-  
128 conference or other communications system by which the requirements of this section 5.5 are met,  
129 provided that a quorum of the Board is personally present at the meeting site. The communications  
130 system shall be configured to allow those present, including members of the public, to hear every  
131 Board member who is attending and participating in the meeting by such means. The  
132 communications system shall also be configured to permit every such Board member to hear the  
133 meeting proceedings. [OPTIONAL – need not permit electronic attendance. Additionally, may be  
134 limited to open sessions and not executive sessions, or regular meetings and not special meetings,  
135 etc.] [OPTION: See section 5.2, above. (If restrictions on being present to provide over the meeting  
136 are adopted.)]

137           5.6    Consideration of Materials by Reference. All documents or materials that are  
138 referenced in an agenda or statement of purpose of a Special Meeting shall be available for public  
139 inspection at the meeting where such documents or materials are considered, unless the notice  
140 states that certain documents are available for inspection by the public and news media at a  
141 specified location up to the time of the meeting.

142           5.7    Parliamentary Procedure. The Board shall observe *Robert's Rules of Order*, as  
143 most recently revised, as a guide for conducting its business. [OPTIONAL – other rules of  
144 procedure may be adopted, instead.]

145           5.8    Voting. Voting shall be verbal or by a show of hands. The outcome of all votes  
146 shall be announced by the presiding officer. Any member may request a roll call vote immediately  
147 following the presiding officer's announcement of the outcome of a non-roll call vote.

148           5.9    Quorum. A majority of the Board's members shall constitute a quorum. A majority  
149 of the members present and eligible to vote shall be required for the passage of all motions unless  
150 otherwise expressly required by law.

151           5.10 Minutes. The Superintendent, as Secretary of the Board, shall cause minutes to be  
152 prepared within a reasonable time after each meeting. The minutes shall include: the date, time  
153 and location of the meeting; the name of each Board Member present and absent; a verbatim text  
154 of all motions, proposals, resolutions, orders, and measures proposed; the names of the Board  
155 Members who moved and seconded motions; the disposition of all motions; and, if a roll call vote  
156 is requested, the vote of each Board Member by name. Minutes of each meeting shall be adopted  
157 by the Board at its next regular meeting. [OPTIONAL: Approved minutes shall, thereafter, be filed  
158 in a prescribed minute book and online as a permanent record of the official Board proceedings.]

159 6. **Review Schedule**

160 6.1 This policy shall be reviewed in accordance with the Policy Review Schedule  
161 published by the Superintendent.

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163 Revised and adopted: \_\_\_\_\_, 201\_

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165 Source: West Virginia School Board Association / November 2016.