

## **School Board Meetings**

All meetings of three or more members of the Board at which any public business may be discussed or any formal action taken shall be open to the public at all times except for periods in which the Board is in executive session. All such meetings will be properly noticed and minutes will be taken and recorded as required by law.

No business may be conducted unless a quorum is present. A quorum shall consist of a simple majority (more than half) of the members serving on the Board.

A recording shall be made of regular and special meetings as required by law. Recordings shall be maintained for 90 days.

### **Regular meetings/study sessions**

A Regular business meeting of the Board shall be held not less than once per month. They typically begin at 7:00 p.m. and shall adjourn by 10:30 p.m.

### **Special meetings**

Special meetings of the Board may be called by the Board president at any time and shall be called by the president upon documented request of a majority of the members.

The secretary of the Board shall be responsible for giving a notice of any special meeting to each Board member at least 72 hours in advance of the meeting if mailed and 24 hours in advance if hand-delivered personally to the member or sent via email. The notice must contain time, place and purpose of the meeting and names of the members requesting the meeting.

Any member may waive notice of a special meeting at any time before, during or after such meeting, and attendance at a special meeting shall be deemed to be a waiver.

No business other than that stated in the notice of the meeting shall be transacted unless all members are present and agree to consider and transact other business. Additional action may be taken if necessary due to the timeliness of the matter if it arose after the agenda was posted or is related to an item on the agenda.

## **Work sessions and retreats**

The Board, as a decision-making body, is confronted with a continuing flow of problems, issues and needs that require action. While the Board is determined to expedite its business, it is also mindful of the importance of planning, brainstorming and thoughtful discussion without action. Therefore, from time-to-time, the Board may schedule work sessions or retreats, which shall be open to the public. No action shall be taken during such sessions. Public notice of the session, including the topics for discussion and study, shall be provided.

Adopted December 18, 2014 (BOD Review)

Revised March 16, 2017

LEGAL REFS.: C.R.S. 22-32-108 (board meetings)  
C.R.S. 24-6-401 *et seq.* Open Meetings Law

CROSS REFS.: BEAA\*, Electronic Participation in School Board Meetings  
BEC, Executive Sessions  
BEDA, Notification of Board Meetings