DRAFT

Policy BE Board Meetings

Issued **1/25**

Purpose: To establish the basic structure for the conduct of board meetings.

All board meetings will be conducted in accordance with the South Carolina Freedom of Information Act. All board meetings, except for periods in which the board is in executive session, are open to the public.

Biennial Organization Meeting

The board holds its biennial organizational meeting within one week following the certification of the election results or as soon as practical following the election of board members. The board swears in new members, elects officers, and swears in those officers at the biennial meeting. The board also sets the date and time of regular board meetings for the ensuing period between organizational meetings.

Regular Business Meetings

The board holds its regular business meetings of the board at the Central Office at 386 E. Black Street unless otherwise designated on the second and fourth Tuesday of each month, with the exception of December where they will hold one meeting and July where they will hold one meeting if deemed necessary. The board may reschedule the meeting when a holiday falls on the second or fourth Tuesday. The regularly scheduled time will be 6:00 p.m.

In unusual circumstances, the board may change the time and place of the regular business meeting, or any regular meeting, upon a majority vote of the board at a duly called board.

Work Sessions

As needed, the board may periodically meet in work sessions. The purpose of these sessions will be for the board to have opportunities for planning and discussion without formal action. Topics for discussion should be announced publicly, in advance, and sessions will be conducted in accordance with state law. A 2/3 majority vote of the board members present is required for an item to be added to the agenda at the time of the meeting.

Special Meetings

The chairman of the board or a majority of members of the board may call a special meeting of the full board. The superintendent should give at least 24-hours notice to all members of the board and the public except when emergency conditions make such notice impossible. The board will not transact any business other than that which is stated in the notice.

Public Hearings

The board may conduct public hearings from time to time in order for the public to express their views regarding a specific issue. The board will conduct such meetings in an orderly manner in accordance with board policy and regulation.

- by a majority vote of the board at a duly called board meeting

Cancellation of Meetings

A board meeting may be cancelled:

- by a declaration by the board chair, or if the chair is unavailable, the vice chair, in consultation with the superintendent, when a significant event beyond the board's control renders attendance at the meeting unsafe or unreasonable in light of the circumstances (e.g., inclement weather conditions or local, state, or national emergencies)
- when a quorum cannot be reached

Parliamentary Procedure

The latest edition of Robert's Rules of Order will govern all matters not covered by the rules of the board.

Adopted 4/27/78; Revised 10/24/88, 7/22/91, 4/22/96, 10/21/98, 8/27/12, 11/24/14, 4/22/19, 1/25/21, 12/12/22, 1/14/2025

Legal References:

S.C. Code of Laws, 1976, as amended:

Section 30-4-10, *et seq*. - South Carolina Freedom of Information Act.

Section 59-1-340 - Board meetings.

Section 59-19-110 - Board may designate members to hear or otherwise explore matters under its control.