

**Board Policy BC: Board Meetings**

**Status:** DRAFT -  
1st Reading

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**Clean Version**

All meetings under this policy will be in accordance with the open meeting requirements of the State of Georgia.

**BOARD MEETINGS**

**I. Procedures for Board Meetings**

**A. Board Meeting Notification**

All regular board meeting notices will be available to the general public, and posted to the board website, as well as posted in the lobby of the board auditorium located at 1701 Mountain Industrial Boulevard, Stone Mountain, at least one week before the meeting.

Written notice will be given at least 24 hours in advance of all board and committee meetings to include the time, place, and date of such meeting (1) to all Board of Education members, (2) to the district's legal organ, (3) by posting written notice in the lobby of the board auditorium located at 1701 Mountain Industrial Boulevard, Stone Mountain, GA, (4) by posting on the board website, and (5) to media representatives who have made a written request to receive such notices.

A meeting may be held, with less than 24-hours' notice under special or emergency circumstances. The meeting Notice will contain a list of subjects to be considered at the meeting. Written Notice will be given (1) to the legal organ, and (2) to any other media representative who has made a written request to receive such notices within the previous calendar year. The reason for holding the meeting within 24 hours and the nature of the notice will be recorded in the minutes.

**B. Board Meeting Agendas**

The Chair and Superintendent will develop the agenda for Board meetings. The agenda will include all matters expected to come before the board or committee. The agenda will be available upon request and will be posted at the meeting site, as soon as possible during the two-week period immediately prior to the meeting. If it becomes necessary to do so, the Board may consider and act on items not included on the agenda.

Board members will be provided with the agenda at least 24 hours in advance of the meeting for the purpose of asking for 1) items to be removed from the agenda, 2) items to be added to the agenda, and 3) additional information on the agenda item. The board has the option to use a consent agenda. The board will depart from the agenda only when it becomes necessary to do so as determined by the majority of the members present.

**C. Rules of Order**

Board meetings will be conducted according to Robert's Rules of Order Revised to the extent in conformance with state law. Board Policies will take precedence when in conflict with Robert's Rules of Order Revised.

The General Counsel will act as parliamentarian.

**D. Board Meeting Quorum**

E. Four members of the Board will constitute a quorum at any meeting. If a quorum is not present, the meeting will be adjourned and reconvened by the chair at a time when a quorum is present.

**F. Electronic Participation of Board Members**

So long as a quorum is present in person, any members may participate in board and committee meetings by teleconference if necessary due to reasons of health or absent from the jurisdiction. The board chair may approve if a board member provides sufficient reason for attending by teleconference in accordance with Open Meetings Act. Absent emergency conditions or the written opinion of a physician or other health professional that reasons of health prevent a member's physical presence, no members will participate by teleconference more than twice in one calendar year. Such participating member will be included in votes recorded during the meeting.

There will not be a majority of the Board members participating in any board or committee meeting by electronic communication. Any provisions under state law which contradict the foregoing will be controlling.

**G. Voting Method**

All members present at a meeting, whether in person or by teleconference, will be eligible to vote. There will be no representation by proxy of any board member at any meeting.

**II. Types of Board Meetings**

**A. Board Business Meetings**

There will be a business meeting of the board each month at a time and date determined annually in January by the board and announced by advertisement in two consecutive issues of the district's official legal organ. The board may modify this schedule as allowed by law.

The first meeting held in January of each year will include any required organizational matters including, but not limited to, the election of a chair and vice-chair, affirmation of compliance with board policies about BH and BHA and other items as required by law or policy.

**B. Board Work Sessions**

The Board will hold a Work Session on the same day as the Business Meeting, and at other times as needed.

These meetings will be designed to prepare the consent agenda for the Business Meeting, to address other policy and legislative matters and for in-depth presentations on school system operations. Work Sessions are not designed for formal vote to be taken, but board action is allowed for emergency or time-sensitive item.

**C. Community Meetings**

Community meetings providing for public comments will be conducted in accordance with Policy BCBI. Such meetings will be in accordance with the open meeting requirements of the State of Georgia.

**D. Special Board Meetings**

Special meetings may be called for any purpose by the chair, the superintendent, or through the chair at the request of a majority of the board.

**A. Executive Sessions**

Executive session means a portion of a meeting lawfully closed to the public. In compliance with the open meeting requirements of the State of Georgia, no closed meetings of the board or any committee of the board will be devoted to the consideration, discussion or presentation of matters required by law to be presented, considered or discussed in open meetings. In the event that one or more persons in an executive session initiates a discussion that is not authorized by law, the chair or presiding member will immediately rule the discussion out of order and all present will cease the questioned conversation. If one or more persons continue or attempt to continue the discussion after being ruled out of order, the chair will immediately adjourn the executive session. Reasons for closing the meeting include: cybersecurity plans, procedures, contracts, student discipline appeals, real estate acquisitions, individual personnel matters, pending or potential Litigations, or an other matters that are required or permitted by law to be addressed in closed meetings.

**B. Board Retreats**

At least once each year, the board and the Superintendent will conduct a retreat to:

- I. Assess the strengths and weaknesses of the District;

- II. Consider any compelling problems or emerging issues;
- III. Study and explore trends, opportunities, and anticipated challenges;
- IV. Develop and/or review goals;
- V. Reflect on its educational and leadership philosophy and performance; and
- VI. Conduct a self-assessment of the board's activities and operations.

#### G. Public Hearings

The board will provide periodic public forums to receive input from citizens on policy issues, the educational program, and school administration.

#### Policy Reference Disclaimer:

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

Note: To access the policy references, CLICK HERE: [State of Georgia Terms and Conditions](#) and close the LexisNexis tab, which will return you to the policy. Click on the links below to be taken to each specific code. **You should only have to do this one time per session.**

| State               | Description   |
|---------------------|---|
| O.C.G.A. 20-02-0058 | <a href="#">Regular monthly meeting of local boards; adjournment; temporary presiding officer; notice of date; template for financial review; open meetings</a> |
| O.C.G.A. 50-14-0001 | <a href="#">Open Meetings Act; notice; minutes; telecommunication conferences</a>   |
| O.C.G.A. 50-14-0002 | <a href="#">Open Meetings Act: Certain privileges not repealed</a>  |
| O.C.G.A. 50-14-0003 | <a href="#">Excluded proceedings</a>  |
| O.C.G.A. 50-14-0004 | <a href="#">Closed meeting procedures</a>   |
| O.C.G.A. 50-14-0005 | <a href="#">Jurisdiction to enforce Open Meetings Act</a>   |
| O.C.G.A. 50-14-0006 | <a href="#">Penalty for violation of Open Meetings Act; defense</a>   |