

Board Policy BC: Board Meetings

CLEAN VERSION

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

I. Board Meeting Procedures

A. Board Meeting Notification

1. Regular Board Meetings

All regular board meetings will be open to the public, posted on the board website, and posted in the lobby of the board auditorium located at 1701 Mountain Industrial Boulevard, Stone Mountain, at least one week prior to the meeting.

Written notice will be given at least 24 hours in advance of all board and committee meetings. The notice will include the time, place, and date of the meeting, and will be given:

- To all board members;
- To the district's legal organ;
- To media representatives who have made a written request to receive such notices.

2. Emergency Board Meetings

A meeting may be held with less than 24 hours' notice under special or emergency circumstances. The meeting notice will include the subjects to be considered. Written notice will be provided to the legal organ and any media representative who has made a written request for 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 Agenda

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 made available upon request and posted at

the meeting site as soon as possible during the two-week period immediately prior to the meeting. Board members will be provided with the agenda at least 24 hours in advance and may request:

- Items be removed from the agenda,
- Items be added to the agenda, and
- Additional information on agenda items.

Agenda items may be added with the consent of a majority of board members. The board may use a consent agenda. Items not included on the agenda may be considered if necessary, as determined by a majority of the members present.

C. Rules of Order

Board meetings will be conducted in accordance with Robert's Rules of Order Newly Revised, except when in conflict with state law or board policies. Board policies will take precedence when in conflict.

The general counsel will act as parliamentarian.

D. Quorum

Four members of the board will constitute a quorum. If a quorum is not present, the meeting will be adjourned and reconvened by the chair when a quorum is present.

E. Electronic Participation of Matters

As long as a quorum is physically present, members may participate by teleconference if necessary due to health reasons or absence from the jurisdiction. The board chair may approve teleconference participation if sufficient reason is provided in accordance with the Open Meetings Act.

Absent emergency conditions or a physician's written opinion that health reasons prevent physical presence, no member may participate by teleconference more than twice in one calendar year. No meeting will include a majority of members participating electronically. Any state law provisions that conflict with this section will take precedence.

F. Voting Method

All members present, whether in person or by teleconference, may vote. Proxy voting is not permitted.

II. TYPES OF BOARD MEETINGS

A. **Business Meetings**

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

The first board meeting each January will address organizational matters, including the election of a chair and vice-chair, affirmation of compliance with Board Policies BH, and any other items required by law or policy.

B. **Work Sessions**

The board will hold a work session on the same day as the business meeting and at other times as needed. Work sessions are intended for consent agenda preparation, policy and legislative matters, and in-depth presentations on operations. Formal votes are taken only in the case of emergency and time-sensitive items.

C. **Community Meetings**

Community meetings, including public comment, will be conducted in accordance with Policy BCBI and state open meeting requirements.

D. **Special Meetings**

Special meetings may be called by the chair, the superintendent, or by the chair at the request of a majority of board members.

E. **Executive Sessions**

An executive session is a portion of a meeting lawfully closed to the public. The board may convene into executive session only for purposes authorized by law, including but not limited to:

- Student discipline appeals;
- Real estate matters;
- Personnel matters;
- Pending or potential litigation;
- Cybersecurity plans, procedures, or contracts; and
- Any other matters authorized by law.

A majority vote of board members present is required to convene into executive session. The presiding officer will ensure that discussions remain within the scope permitted by law. If discussion strays outside permitted topics, the presiding officer will rule the discussion

out of order. If the conversation continues, the presiding officer will adjourn the executive session.

Minutes will be maintained for all board meetings, including the time, date, place, members present, and the vote to enter and exit executive session. Confidential discussions held during executive sessions will not be recorded in detail but will be referenced in accordance with state law.

Following each executive session, the presiding officer and the board secretary will execute and file an affidavit, affirming that the session was devoted only to matters lawfully exempt from public disclosure. The affidavit will be included in the official meeting minutes and maintained as part of the district's permanent records.

F. Board Retreats

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

- Assess the strengths and weaknesses of the district;
- Consider compelling problems or emerging issues;
- Study and explore trends, opportunities, and anticipated challenges;
- Develop and review goals;
- Reflect on its educational and leadership philosophy and performance; and
- Conduct a self-assessment of board 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.