

## Policy Code: 2300 Board Meetings

The board, as a corporate body, may transact business only at official meetings of the board. An individual board member has no authority to act absent the delegation of authority by the board at an official meeting.

### A. Definition of Official Meeting

As defined by law, an official meeting of the board includes any meeting, assembly, or gathering together at any time or place or the simultaneous communication by conference telephone or other electronic means of a majority of the members of a public body for the purpose of conducting hearings, participating in deliberations, or voting upon or otherwise transacting the public business of the public body. However, a social meeting or other informal assembly or gathering together of the members of a public body does not constitute an official meeting unless called or held to evade the spirit and purposes of the open meetings law.

### B. Types of Meetings

While the board is determined to operate efficiently, it also is mindful of the importance of thoughtful planning and discussion prior to taking formal action. Regular meetings will be held at a predetermined time and place to conduct the business of the board. In addition, the board may hold specially-called meetings and emergency meetings as it deems necessary to act in a timely manner and provide its members and executive staff with the opportunity to have an exchange of ideas and receive input from other staff, parents, students, and the community. Official meetings will be held at the Board of Education Center, 1805 S. 13<sup>th</sup> St., Wilmington, NC, unless another location is specified in the official notice of the meeting.

#### 1. Regular Meetings

Regular meetings will be held on the first Tuesday of each month unless impacted by a holiday. The superintendent shall keep on file the schedule of regular meetings with the predetermined time and place. The schedule will be revised only in accordance with legal requirements for notice. Generally, all routine or non-urgent matters will be acted upon at a regular meeting.

#### 2. Emergency Meetings

In rare situations, an emergency meeting may be called in order to address generally unexpected circumstances that require immediate consideration by the board. The chairperson, or the vice-chairperson, if the chairperson is unable to act, or the superintendent shall call an emergency meeting when it is determined that the meeting is necessary and cannot be delayed until 48 hours' notice is provided for a special meeting as described below in subsection B.3. Only business connected with the emergency may be considered at an emergency meeting.

#### 3. Specially-called Meetings

##### a. Specially-called Meetings Generally

Specially-called meetings may be scheduled in between regular meetings of the board. Work sessions, retreats, and public hearings are specific types of specially-called meetings. The board chairperson (or the vice-chairperson, if the chairperson is not available) or the superintendent may call special meetings when necessary to conduct business that cannot reasonably be handled at regular meetings. The board

chairperson or superintendent shall call a special meeting if a majority of the members of the board so requests. Upon adequate notice to all board members, issues of an urgent nature that require decision and vote of the board before the next regular meeting may be voted upon at a specially-called meeting.

#### b. Interim Meetings

Interim meetings are specially-called meetings scheduled for the purpose of conducting additional board business. Interim meetings will occur on the third Tuesday of the month, as needed.

#### c. Retreats and Work Sessions

Retreats and work sessions are specially-called meetings scheduled for the purpose of discussing strategic planning and prioritizing of issues. Topics of discussion and study will be announced publicly.

#### d. Public Hearings

Public hearings or forums are official proceedings during which members of the public are given an opportunity to be heard. Public hearings may be required by law or deemed advisable by the board. Public hearings that are not required by law may be scheduled when the chairperson or superintendent determines that the public hearing is advisable or when a majority of the members of the board so requests. Notice of all public hearings will be provided as required by law and will include the subject, date, place, and time of the hearing as well as any rules regarding participation, such as the length of time for each speaker. The purpose of a public hearing is to gather information and hear opinions from the community. Generally, board members will respond only to seek clarification. At the appointed time, the chairperson or designee shall call the hearing to order and preside over it in accordance with any rules regarding participation adopted by the board. When the allotted time expires or when no one wishes to speak, the chairperson or designee shall declare the hearing ended.

#### e. Public Participation Meetings

The board of education shall hold no less than three meetings annually with the sole intent of enhancing listening and dialogue opportunities with the public. These meetings shall last approximately, but no longer than, two hours. The public participation meeting format may vary at the discretion of the board chair to include such formats as town halls, roundtable discussions, call to the audience, etc.

### **C. Open Meetings Law Compliance**

The board will comply with the open meetings law, including notice of meetings.

Legal References: [G.S. 115C-41](#); [143-318.9](#), [-318.10](#), [-318.12](#), [-318.14](#)

Cross References: Compliance with the Open Meetings Law (policy 2320)

Adopted: September 1, 2020

Revised: February 15, 2022

## New Hanover County Public Schools

---