

## **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 and at a minimum shall be an audio recording. Recordings shall be maintained for 90 days.

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

A regular business meeting of the Board of Education shall be held on the second and fourth Wednesday of each month and held at the Educational Services Center Board Room at 395 South Pratt Parkway, Longmont, Colorado 80501. Meetings typically begin at 6:00 p.m. and shall adjourn by 9:00 p.m. A regularly scheduled Study Session shall be held on the third Wednesday of every month, typically from 6:00 to 8:00 p.m.

All meetings shall be held in the Board Room at the Educational Services Center unless otherwise established by the Board.

### **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 the written request of a majority of the members.

The secretary of the Board shall be responsible for giving a written 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 delivered 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 the item is reasonably related to the subject matter on the notice or an exigency exists. In addition, all members must be present and cast a unanimous vote to amend the agenda. 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: February 28, 1968  
Revised: October 10, 1979  
Revised: February 8, 1984  
Revised: June 8, 1994  
Revised: January 28, 2004  
Revised: March 10, 2010  
Revised: December 12, 2012  
Revised and recoded: August 13, 2014  
Revised: October 28, 2015  
Revised: November 9, 2016  
Revised: August 8, 2018

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

CROSS REFS.: BEC, Executive Sessions  
BEDA, Notification of School Board Meetings

St. Vrain Valley School District RE-1J, Longmont, Colorado