

## BOARD MEETINGS

### TIME AND PLACE

After the first inaugural meeting of the board of trustees, prescribed by the "Public Schools Act", the board shall meet on the second and fourth Thursday in each and every month, September to June, inclusive, and on the fourth Thursday of July and August, in the board room at **seven (7:00) o'clock** P.M. or at such other times or places as the board may from time to time designate.

During non-election years the annual inaugural meeting and election of officers shall be held on the second Thursday in **September** at the usual time and place.

The Public Schools Act, section 29(1) states: "**The first meeting of the school board of a school division or school district following the general election of trustees shall take place within 14 days after the** election on a day and at an hour to be fixed by the secretary-treasurer of the school division or school district who shall notify each trustee of the date, time and place of the meeting."

The board shall not remain in session later than **ten (10:00) o'clock** P.M. unless it shall be otherwise determined by a two-thirds vote of the members present.

### NOTIFICATION

Notice of all school board meetings, regular and special, shall be given by the secretary-treasurer to trustees so that notice will be received at every trustee's designated address at least 24 hours before the meeting, by notifying each of them personally or in writing, stating the place, date and hour of the meeting.

### SPECIAL AND EMERGENCY MEETINGS

Special meetings of the board may be convened at any time by the chairman or upon the written request of at least three members of the board, by giving before the day of meeting 24 hours notice of such meeting to all members of the board. Such notice may be verbal, or by telephone direct to the trustees, or mailed to their addresses, and shall give notice of the subjects to be considered at the meeting. At a special meeting no subjects or matters other than those mentioned in the notice calling the meeting shall be considered, except as approved by the unanimous vote of all members of the board.

An emergency meeting may be held at any time and any place to deal with an emergency situation if all the trustees consent thereto and are present thereat.

Legal Reference: PSA - Sec. 29(1). Sec. 30(1), (2)

Adopted: Nov. 13/75  
Revised: Dec. 22/77  
Feb. 12/81  
Dec. 14/06