

## **SCHOOL BOARD MEETINGS**

### **Regular Meetings**

Regularly scheduled meetings may be of two kinds: business or educational. The latter type may be held for the purpose of reviewing and evaluating the school program or the development and discussion of policy. The Chair in consultation with the Superintendent may cancel regular meetings if there is not adequate material for a full agenda. The Board of Directors shall meet twice each month on days designated by the Board of Directors. All meetings shall be open to the public and the public is encouraged to attend. Meetings are also streamed live on Mt. Blue TV.

### **Special Meetings**

A special meeting of the Board is a meeting that is held to address important matters that arise between regular meetings and/or require Board action before the time set for the next regular meeting, or to consider a single subject in one session.

A special meeting may be called at any time at the discretion of the Chair or at the request of the Superintendent. A special meeting may also be called at the written request signed by a majority of the Board to the Chair or Superintendent via email.

The Superintendent shall be responsible for providing notice of a special meeting to Board members and the media at least 72 hours in advance of the meeting. The notice or agenda shall indicate the subject(s) of the meeting and action to be taken.

No business other than that stated in the notice of the meeting shall be transacted.

### **Emergency Meetings**

An emergency meeting of the Board is a meeting that is called because a matter is so urgent that it must be addressed immediately and the advance notice required for a special meeting cannot reasonably be provided.

An emergency meeting may be called by the Chair or at the request of the Superintendent.

Whenever practicable, 24 hour advance notice will be provided. The Superintendent shall notify the media of an emergency meeting by the same or faster means as used to notify Board members. The notice shall indicate the purpose/**subject** of the meeting.

No business may be transacted other than that related to the purpose for which the emergency meeting is called.

### Executive Sessions

Except as provided by law, all meetings of the School Board shall be open to the public, and all persons shall be permitted to attend the meetings. The Board may hold executive sessions upon recorded vote of 3/5 of the members present and voting. Any motion to go into executive session shall indicate the precise nature of the business of the executive session and include a citation of one or more sources of statutory or other authority that permits an executive session for that business. Deliberations may be conducted in executive sessions only on those matters defined in the law. No final action shall be taken in executive session.

By its very nature, the subject matter of executive sessions is highly confidential. It is expected that all parties to such discussions will respect the need for confidentiality.

### Quorum

A majority of the full membership of the board shall constitute a quorum for purposes of taking action. A majority vote of the members voting on a typical matter shall determine the outcome. The agenda shall specify the time of each meeting, and the meeting shall be cancelled or postponed if a quorum is not present within 15 minutes of the designated time.

### Adjournment Of Board Meetings

Meetings of the school board shall be adjourned by **8:30** p.m. except when a motion to continue past this hour has been carried by a two-thirds (2/3) vote of the board members in attendance. It is also intended that a topic started before the **8:30** p.m. curfew may be continued beyond that point.

### **Legal Reference:**

1 MRSA § 401 et seq.  
1 MRSA § 403 ET SEQ.  
Title 20-A MRSA §1001  
Title 20-A MRSA § 1257

### **Cross Reference: BEDA - NOTIFICATION OF BOARD MEETINGS**

**Adopted:**     **January 25, 1994**  
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