

B-7 BOARD MEETINGS

The Board shall transact all business of the Board in official meetings. The President shall start all meetings promptly at the appointed hour.

The Board shall hold an annual meeting at its first regular meeting in May. At this meeting the Board shall elect its President and Vice-President to serve for a term of one year. The Superintendent shall serve as the Secretary to the Board.

All meetings may be held at such time and place as the duties and business of the Board may require. Except as otherwise specified by the state law or Board policies pertaining to its own operating procedures, the Board shall operate by the rules prescribed in Robert's Rules of Order, Newly Revised. A majority of the Board shall constitute a quorum for the transaction of business. An official act of the Board shall require a majority vote of the total membership.

Regular Meetings

The Board shall hold such regular meetings monthly at a time, date and place determined by the Board. Such monthly meetings shall be announced by advertisement in local news media and shall be open to the public, and at these meetings the Board shall transact such business as shall be properly brought before it. An agenda shall be prepared by the Superintendent with the advice of the President.

A request to be considered for a place on the agenda shall be filed in writing with the Superintendent or the President at least five (5) days prior to the scheduled meetings.

Special Meetings

The Board may hold special meetings when statutorily required or for any purpose or purposes upon the call of the President or the Superintendent or by either of them at the written request of any two members of the Board. A notice of the time and purpose for which the meeting is called shall be given to each member at least two days in advance of all special meetings. Only business dealing with the purpose or purposes for which the special meeting was called can be transacted unless otherwise unanimously agreed by the members present.

Executive Sessions

The Board may vote to retire to executive session to discuss the good name and character of an individual. Only members of the Board, the Superintendent and persons designated by the Board shall attend such sessions. All in attendance shall treat all discussions confidentially and no minutes shall be taken. If a formal vote on the disposition of a matter is necessary, said vote must be taken in an open meeting.

Work Sessions

Periodically, the Board may deem it necessary or desirable to convene work sessions. These meetings shall be open to the public.

Notification

The Board requires notification of all meetings of the Board except emergency meetings be given at least forty-eight (48) hours prior to the scheduled time for the meetings. Notice of all meetings, when possible, shall be given to all local newspapers announcing meeting dates. Notice to Board members shall include an agenda and appropriate informational materials required at the meeting.

ADOPTED: May 11, 2004

LEGAL REF: Code of Alabama 16-11-5, 13A-14-2