

POLICY

Spencerport Central School District

1999

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By-Laws

SUBJECT: REGULAR BOARD MEETINGS

All Board of Education meetings must be open to the public except those portions of the meetings which qualify as executive sessions. A “meeting” is defined as an official convening of a public body for the purpose of conducting public business and a “public body” is defined as an entity of two (2) or more persons which requires a quorum to conduct business, including committees and subcommittees.

Whenever such a meeting is to take place, there must be at least seventy-two (72) hours advance notice in accordance with the provisions of the Open Meetings Law. Notice of other meetings shall be given as soon as is practicable in accordance with law.

Regular meetings of the Board of Education of Spencerport Central School District shall take place on the day and time designated by the Board at the Annual Organizational Meeting, except as modified at subsequent meetings of the Board.

Notification of Board of Education Meetings

- a) Notice of all regularly scheduled and specifically scheduled meetings of the Board of Education or of any official subcommittee, or similar official meetings which are scheduled at least one week prior to the meeting, shall be sent in writing to the Democrat and Chronicle to the Suburban News, and posted on the bulletin board at the entrance to the elementary school at least 72 hours before such meeting.
- b) Notice of all specifically scheduled meetings of the Board of Education or of any official subcommittee or similar official meetings which are scheduled less than one week prior to the meeting shall be phoned in to the Democrat and Chronicle, to the Suburban News, and posted on the bulletin board at the entrance to the Administration Building.

It is the responsibility of the Superintendent to prepare the agenda in consultation with the Board President for each meeting of the Board. The agenda for each meeting shall be prepared during the week prior to the meeting. The agenda shall be distributed to Board members no later than the Friday before such regular meeting. Whenever the President or other members of the Board wish to bring a matter to the attention of the Board, such request should be made to the Superintendent so that the same can be placed on the agenda. Whenever individuals or groups wish to bring a matter to the attention of the Board, such request shall be addressed to the Superintendent or Board President. The Superintendent shall present such matter to the Board.

In the event that a meeting date falls on a legal holiday, interferes with other area meetings, or there is an inability to attend the meeting by Board members to the extent that a quorum would not be present, the Board shall select a date for a postponed meeting at the previous regular meeting, and shall direct the Clerk to notify all members.

Any meeting of the Board may be adjourned to a given future date and hour if voted by a majority of the Board present.

The Superintendent and members of his/her staff at the Superintendent's discretion shall attend all meetings of the Board. The Superintendent shall attend all executive session meetings of the Board except those that concern his/her evaluation and salary determination. The Board may request the attendance of such additional persons as it desires.

Voting at regular, special and emergency Board meetings shall be by voice.

Public Officers Law Article 7
Education Law Section 1708

Adopted: 6/22/99