

## **SERIES 100 – BOARD OPERATIONS**

### **Board Meetings – 170**

#### **Board Meeting Organization and Notification (171)**

The Board of Education shall meet monthly with the time and place established at their annual organizational meeting. At least three members of the School Board must be present for a quorum before a meeting can take official action. Postings for regular monthly meetings will be placed in the official school newspaper, any news media that has requested a posting via written request, as well as a minimum of two public areas in each village in the school district, Norwalk, Ontario, and Wilton, and in the district office bulletin board.

The Board of Education meetings shall be open meetings, fulfilling all the requirements of Wisconsin Statutes, Chapter 19. The School Board may hold closed sessions to address matters of business as permitted in Wisconsin Statutes, Section 19.85. All formal action resulting from addressing matters of business in a closed session shall be taken in the open portion of any meeting unless taking such action would compromise the need for closed session.

Any special meeting of the Board of Education may be requested in writing by any Board Member. The request is made to the Board Clerk, or in the Clerk's absence, the Board President, who must notify the Board Members at least twenty-four (24) hours prior to the meeting. Any special meeting will be provided to any news media who has filed a written request. Special meetings will always be posted in a minimum of two public areas in each village, Norwalk, Ontario, and Wilton, and will be posted on the district office bulletin board.

Special meetings may be held without prior notice if all board members are present and consent or consent of all board members is received in writing, even though he/she does not attend the special meeting.

The District Administrator is authorized, as the Board of Education's executive officer, to prepare and post the agendas for any and all Board of Education meetings.

Legal Reference: Wisconsin Statutes Chapter 19, 19.85, 120.11

Adopted: 10/16/06

Revised: 4/14/14