Any board member may call a special meeting by filing a written request at the administrative office or with the school district clerk. The district administrator will promptly inform the clerk, or, in the clerk's absence, the president, of any special board meeting request filed at the administrative office. The administrator will then prepare a notice of the special meeting including the time, date, place, and subject matter of the meeting.

Written notice from the clerk, at least 24 hours in advance of the special board meeting, will be delivered by the district administrator to each board member personally or will be left at the member's usual place of abode. Any written notice of a special board meeting that is sent by first class mail must be sent at a time that will allow for it to arrive at least 24 hours in advance of the meeting.

When a written 24 hour notice to board members cannot be given, the administrator will attempt to notify each member of the meeting. The administrator will notify board members in person or by telephone at the members' homes or, during business hours, at their places of business. No special meeting will be held unless all members are present and consent to the meeting. A board member may consent to the meeting in writing even though he or she may not attend.

The administrator will give public notice of the special school board meeting at least 24 hours in advance of the meeting. When, for good cause, 24 hour notice is impossible or impractical, shorter notice may be given, but in no case may the public notice be provided less than 2 hours in advance of the meeting, and no meeting will be held without such public notice.

Public notice shall be given for special Board meetings in accordance with the Open Meetings Law and in accordance with Board policy. No business shall be transacted at a special Board meeting other than that specified in the notice of the meeting.

Legal References:

Cross References:

Adoption Date: *11/21/2017*