

MEETINGS OF THE BOARD

The Board shall conduct the business of the District in an orderly and efficient manner conforming to recognized meeting procedures. The Board shall hold meetings in accordance with the Open Meeting Laws.

1). **Regular Meetings**

- a. Shall hold a regular monthly meeting at the school at a date and time to be determined at the annual reorganization meeting. In the event any regular meeting of the Board cannot be held due to unusual or conflicting circumstances, the meeting may be advanced or postponed by no more than seven (7) days. Exception to the regular meeting schedule will be announced at the previous meeting whenever possible.
- b. A majority of the elected School Board members constitutes a quorum at a regular School Board meeting.
- c. The School District President shall preside at School Board meetings.
- d. In the President's absence, the School District Vice-President shall preside.
- e. The School District Clerk shall record, or causer to be recorded, the minutes of School Board meetings. In the Clerk's absence, the Board shall select another member to act as Clerk of the meeting.

2). **Special Meetings**

- a. Shall be held upon written request of any School Board member.
- b. The request shall be filed with the School District Clerk.
- c. The Clerk or President shall notify or cause to have notified each Board member of time and place of the special School Board meetings at least 24 hours before the meeting.
- d. Special School Board meetings may be held without prior notice per 120.11(2).

3). **Annual District Meeting**

- a. An Annual District Meeting shall be held on the fourth Monday in July at 8:00 p.m., unless the electors at one Annual Meeting determine the Annual Meeting on a different date or hour.
- b. No Annual Meeting may be held before May 15th or after September 30th.
- c. A Class 2 notice shall be published.
- d. The last notice shall be not more than eight (8) days nor less than one (1) day before the Annual Meeting.
- e. Notice of all Annual District Meetings will be given by official publication in the Lake Country Reporter, in addition to posting at the district office. Notification will also be sent to Merton Village Hall, the Town of Merton, and the Town of Lisbon.

4). **Notification of Board Meetings**

Due notice of all regular meetings of the Board shall be given through the available media normally used in conjunction with School District business. Except in rare instances, this shall be interpreted to mean that a copy of the Board agenda will be mailed/faxed 24 hours prior to the meeting to the Milwaukee Journal Sentinel, Waukesha Freeman, Lake Country Reporter, Merton Village Hall, the Town of Merton, the Town of Lisbon and all district schools.

If for good cause 24-hour notice is impossible or impractical, shorter notice may be given but in no case may the notice be less than 2 hours in advance of the meeting (see 19.84 (1) Public Notice).

5). **Closed Session**

All meetings of the Board and its committees will be open to the public, except that an open meeting of the Board may be convened in a closed session upon a motion duly made and carried by the Board under one or more of the exemptions provided by State statutes, as listed below:

19.85 (1)

- a. Deliberating concerning a case which was the subject of any judicial or quasi-judicial trial or hearing before that governmental body.

19.85 (1)

- b. Considering dismissal, demotion, licensing, or discipline of any public employee or person licensed by a board or commission or the investigation of charges against such person, and the taking of formal action on any such matter; provided that the faculty member or other public employee or person licensed is given actual notice of any evidentiary hearing which may be held prior to final action being taken and of any meeting which final action may be taken.

19.85 (1)

- c. Considering employment, promotion, compensation, or performance evaluation data of any public employee over which governmental body has jurisdiction or exercises responsibility.

19.85 (1)

- d. Considering specific applications of probation or parole, or considering strategy for crime detection or prevention.

19.85 (10)

- e. Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.

19.85 (1)

- f. Considering financial, medical, social, or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons, except where paragraph b. applies, which, if discussed in public, would likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations.

19.85 (1)

- g. Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved.

19.85 (1)

- h. Consideration of requests for confidential written advice from the Ethics Board under S. 19.46 (2), or from any local government Ethics Board.

No motion to hold a closed session or to adjourn an open session into a closed session will be adopted, unless the presiding officer announces to those present at the meeting, the general nature of the business to be considered at the closed session. No other business may be taken up during that session. Such announcement shall become part of the record of that meeting.

The Board will not commence an open session, subsequently convene in a closed session, and then reconvene into an open session, unless public notice of the subsequent open session was given at the same time and in the same manner as the public notice of the meeting convened prior to the closed session.

Wis. Statutes: 19.81 – 19.89
 120.08 – 120.10 – 120.11

Ref: 1003 – Officers of the Board of Education
 1005 – Conduct of Board Meetings

Adopted: December 21, 1981
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