

## **Board File: *BE***

### **SCHOOL BOARD MEETINGS**

All meetings of three or more members of the Board at which any public business may be discussed or any formal action taken shall be open to the public at all times, except during properly convened executive sessions. All such meetings will be properly noticed and minutes will be taken and recorded as required by law.

No business may be conducted unless a quorum is present. A quorum shall consist of a simple majority (more than half) of the members serving on the Board.

#### Regular Meetings:

Regular meetings (or regularly scheduled meetings) of the Board shall be held in the Board room of the administration building, 620 Wilcox Street, Castle Rock, Colorado 80104, except in the case where the Board votes to meet in a different location.

Meetings of the Board shall **generally** be held on **a bi-monthly basis as proposed for approval on an annual basis** ~~the first and third Tuesday of each calendar month and shall commence~~ at 5:00 p.m. unless canceled, postponed or changed by action of the Board.

#### Special Meetings:

Special meetings of the Board may be called by the Board president at any time, and shall be called by the president upon the written request of a majority of Board members. The secretary of the Board shall cause written notice of any special meeting to each Board member at least 72 hours in advance of the meeting if mailed and 24 hours in advance if delivered including delivery via electronic mail. The notice must contain time, place and purpose of the meeting and names of the members requesting the meeting. Any member may waive notice of a special meeting at any time before, during or after such meeting, and attendance at such meeting shall be deemed a waiver. No business other than that stated in the notice of the meeting shall be transacted, unless the item is reasonably related to the subject matter on the notice or an exigency exists. In addition, all Board members must be present and cast a unanimous vote to amend the agenda.

A recording shall be made of each regular and special meeting of the Board as required by law and at a minimum, shall be an audio recording.

Recordings of board meetings shall be retained for 90 days.

#### Work sessions and retreats:

The Board, as a decision-making body, is confronted with a continuing flow of problems, issues and needs which require action. While the Board is determined to expedite its business, it is also mindful of the importance of planning, brainstorming and thoughtful discussion without action. Therefore, from time to time the Board may schedule work sessions or retreats,

which shall be open to the public. No action shall be taken during such sessions. Public notice of the session, including the topics for discussion and study, shall be provided.

Adopted: prior to 1974

Revised: November 19, 2002

Revised: October 5, 2004 Revised:  
July 21, 2009

Revised: August 3, 2010

Revised: April 19, 2016

Revised: January 16, 2018

Revised by the Board: June 18, 2019

**Revised by the Board:**

**LEGAL REFS.:**

C.R.S. 22-32-108 (meetings of the board of education)

C.R.S. 24-6-4012 *et seq.* (*open meetings law*)

**CROSS REFS.:**

BEAA, Electronic Participation in School Board Meetings

BEC, Executive Sessions

BEDA, Notification of School Board Meetings