The Cleveland County Board of Education (the “Board”), as a corporate body, may transact business only at official meetings of the Board. An individual Board member has no authority to act absent the delegation of authority by the Board at an official meeting.

As defined by law, an official meeting of the Board includes any meeting, assembly, or gathering together at any time or place or the simultaneous communication by conference telephone or other electronic means of a majority of the members of a public body for the purpose of conducting hearings, participating in deliberations, or voting upon or otherwise transacting the public business of the public body. However, a social meeting or other informal assembly or gathering together of the members of a public body does not constitute an official meeting unless called or held to evade the spirit and purposes of the open meetings law.

A. TYPES OF MEETINGS
   While the Board is determined to operate efficiently, it also is mindful of the importance of thoughtful planning and discussion prior to taking formal action. Regular meetings will be held at a predetermined time and place to conduct the business of the Board. In addition, the Board may hold specially-called meetings and emergency meetings as it deems necessary to act in a timely manner and provide its members and executive staff with the opportunity to have an exchange of ideas and receive input from other staff, parents, students, and the community.

1. REGULAR MEETINGS
   The Superintendent shall keep on file the schedule of regular meetings with the predetermined time and place. The schedule will be revised only in accordance with legal requirements for notice. In the event the schedule of regular meetings is changed, a revised schedule of regular meetings will be filed and publicized at least seven days before the first meeting held under the new schedule.

   The Board will meet regularly on the second and fourth Mondays of each month at 6:00 p.m. The Board will have at least one regular meeting each month. Unless otherwise posted, the regular meetings shall be held in the Board room at the Cleveland County Schools Central Services building at 400 W. Marion Street in Shelby, North Carolina.

   The Chair or Board may reschedule or cancel regular Board meetings, or change the location or time of a regular meeting provided notice of the change is given as required by law. Notice of changes will be posted at the school system’s administrative offices and provided to members of the Board, the media and others as required by law.

2. EMERGENCY MEETINGS
   An emergency meeting may be called in order to address generally unexpected circumstances that require immediate consideration by the Board. The Chair, or the Vice-Chair, if the Chair is unable or unwilling to act, or Superintendent shall call an emergency meeting when it is determined that the meeting is necessary. Board members will be notified as far in advance as possible of emergency meetings. Each person or
organization who has filed a written request for notice of special meetings will be notified immediately after Board members and by the same method used to notify Board members. Only business connected with the emergency may be considered at the emergency meeting.

3. **Specially-Called Meetings**
   a. Specially-Called Meetings Generally
      Specially-called meetings may be scheduled in between regular meetings of the Board. Work sessions, retreats, and public hearings are specific types of specially-called meetings. The Board Chair or the Superintendent may call special meetings when necessary to conduct business that cannot reasonably be handled at regular meetings. The Board Chair or Superintendent shall call a special meeting if a majority of the members of the Board so requests. Special meetings of the Board shall consider only those matters specified in the call of the meeting, unless by majority vote the Board agrees to consider other matters. Written notice of the time, place and purpose of a special meeting shall be given to each Board member, posted on the bulletin board in the administrative building, and mailed or delivered to each person who has filed a written request for such notice with the superintendent as required by G.S. 143-318.12. The notice shall be posted and mailed or delivered at least 48 hours in advance of a special meeting.

   b. Retreats and Work Sessions
      Retreats and work sessions are specially-called meetings that may be scheduled in order to ensure that the Board is sufficiently informed and properly trained to fulfill its duties. The business conducted by the Board in such sessions should be preparational and instructive, with items requiring action being assigned to future regular meetings.

   c. Public Hearings
      Public hearings are official proceedings during which members of the public are given an opportunity to be heard. Public hearings may be required by law or deemed advisable by the Board. Public hearings that are not required by law may be scheduled when the Chair or Superintendent determines that the public hearing is advisable or when a majority of the members of the Board so requests. Notice of all public hearings will be provided as required by law and will include the subject, date, place, and time of the hearing as well as any rules regarding participation, such as the length of time for each speaker. The purpose of a public hearing is to gather information and hear opinions from the community. Generally, Board members will respond only to seek clarification. At the appointed time, the Chair or designee shall call the hearing to order and preside over it in accordance with any rules regarding participation adopted by the board. When the allotted time expires or when no one wishes to speak, the Chair or designee shall declare the hearing ended.
B. **RECESS**
The Board may recess a meeting to be resumed at a time, date and location announced in open session at the meeting. No further notice of the meeting is required.

C. **OPEN MEETINGS LAW COMPLIANCE**
The Board will comply with the open meetings law, including notice of meetings.

D. **MINUTES**
The Superintendent is responsible for maintaining full and accurate minutes of all meetings of the Board. At a minimum, the minutes of open sessions shall contain a record of all action taken, including the members making and seconding the motion and, in the case of a split vote, the members voting for or against the motion. Minutes of open sessions shall be available for public inspection upon request. Closed session minutes should provide a person not in attendance with a reasonable understanding of what transpired. Minutes of closed sessions shall be kept confidential so long as necessary to avoid frustrating the purpose of the closed session.

The Superintendent shall send a draft copy of the minutes to members of the Board prior to the next regular meeting, at which time the minutes are to be approved. Minutes are official only after they have been adopted by the Board and signed by the Superintendent.

Legal References: G.S. 115C-41, 143-318.9, -318.10, -318.12, -318.14

Adopted: October 9, 2017

Replaces: Board policy 1400, Board Meetings