

### SPECIAL MEETINGS

Special meetings of the Board of Education must be called as requested by a member of the Board, making such a request to the Board President. Such meeting requires a notice of 24 hours to all Board members. If, in an emergency, a special meeting is held before the 24-hour notice can be given, each member will be asked to sign a waiver of notice. A statement regarding the time of notice and signature of such forms shall be entered in the minutes.

Pursuant to the provisions of the Open Meetings Law and the Education Law, meetings of the Board of Education shall be convened as follows:

1. By public notice of the date, time and location of the meeting where Board Members are physically present;
2. By videoconferencing for attendance and participation by Board Members with an opportunity for the public to attend, listen and observe at any site at which a member participates; and
3. By request of any Board Member by giving not less than 24 hours' notice to every other member, the District Clerk, and the Superintendent of Schools. Giving notice to fellow Board Members means reasonable attempts to deliver the message in person, by e-mail, telephone answering machine, or written notice to a Board Member's home.

The Board Member calling the meeting must be able to provide evidence that all Board Members were notified at approximately the same time. If the Board Member calling the meeting is not able to make personal contact immediately with another Board Member, at least two other methods must be employed to attempt to get the message to the Board Member. For example, a message is sent to the Board Member's e-mail address and a voice message is left on the Board Member's telephone answering machine.

No meeting of the Board shall be conducted pursuant to the above unless a majority of the entire members is present. Work sessions and any other gathering of a majority of the members for purpose of conducting public business shall be open to the public regardless of whether or not there is intent to discuss or take formal action on any issue.

Ref: Education Law §§1606; 2504; 2563  
Open Meetings Law, Public Officers Law §§100 et seq.

Adopted: June 21, 2006

Reaffirm: September 2, 2009