

**Burlington School District Policy  
B 13: MEETINGS OF THE BOARD**

**Former Policy BD**

The Board will transact all business at official meetings of the Board. The time and location of all meetings will be published in advance in accordance with Vermont's Open Meeting Laws to facilitate public participation. Every meeting of the Board will be open to the public unless an executive session is held in accordance with state law. A "meeting" is defined as any pre-arranged discussion of the public business of the Board by a majority of its members.

These meetings are defined as follows:

1. Regular Meeting --the usual official legal action meeting, held on the second Tuesday of each month. An additional regular meeting(s) may be scheduled during the month for the purpose of accomplishing Board business.
2. Special Meeting--an official legal action meeting called between scheduled regular meetings to consider specified topics. One can be called by written request of a majority of Board members or by oral request of a majority of Commissioners, which is confirmed by signing written call prior to the start of the meeting The Superintendent shall give notice, orally or in writing, to each member of the Board of School Commissioners 24 hours before the meeting, and shall announce to the public the time, place and purpose of a special meeting at least 24 hours before the meeting.
3. Emergency Meeting--an official legal action meeting called for a reason constituting an emergency. One can be called after consultation with the Board's attorney to verify that the subject matter, in fact, constitutes an emergency meeting. The Superintendent shall make every effort to provide notice as soon as possible to all commissioners before any such emergency meeting.

The Chairperson, or in the Chairperson's absence, the Clerk, may cancel a meeting when the reason for the meeting is no longer pertinent or less than quorum are planning to be present. In such case, a conscientious effort will be made to notify all Board members and the public of the cancellation.

Legal References: 1 V.S.A. Subchapter 2, Public Information, including but not limited to:  
1 V.S.A. §311, Declaration of Public Policy; 1 V.S.A. §312, Right to Attend Meetings of Public Agencies; 1 V.S.A. §313, Executive Sessions.  
16 V.S.A. §554, Vote of Majority of School Board Necessary for Action.  
Charter, City of Burlington, Vermont, §166, Meetings.

Cross Reference: Policy B 14 Executive Session

Policy reviews and updates:

August 3, 1993	Policy reviewed
December 17, 1996	Policy revised
August 26, 1998	Policy reviewed
Feb. 10, 2009	Revised 1 <sup>st</sup> Reading
March 10, 2009	Second Reading and Adopted