2030. ADMINISTRATIVE REGULATIONS ON SPECIAL 
AND EMERGENCY MEETINGS OF THE BOARD

2030.1 The Superintendent-President shall administer these regulations.

2030.2 Special Meetings

A. Whenever a special meeting of the Board of Trustees is called, the 
Superintendent-President shall cause the call and notice to be posted at 
least twenty-four (24) hours prior to the meeting in a location freely 
accessible to the public. The Superintendent-President shall also 
ensure that the following notices of the meeting are delivered either 
personally or by other means:

1. Written notice to each member of the Board, including the student 
member.

2. Written notice to each local newspaper of general circulation, and 
each radio or television station that has previously requested in 
writing to be provided notice of special meetings.

B. The written notice must be timely sent so that receipt is at least 
twenty-four (24) hours before the time of the meeting as set out in the 
notice. The notice shall specify the time and place of the special 
meeting and the business to be transacted or discussed. The notice 
may be waived by members of the Board in writing either prior to or at 
the time of the meeting.

C. Minutes of special meetings shall be handled in the same manner as 
for regular meetings.

2030.3 Emergency Meetings

A. Whenever an emergency meeting of the Board is called, the 
Superintendent-President shall cause notice to be provided by 
telephone at least one hour prior to the meeting to each local 
newspaper of general circulation and each radio or television station 
that has requested notice of special meetings. If telephone services are 
not functioning, the Superintendent-President shall provide the 
newspapers, radio stations and television stations with information 
regarding the purpose of the meeting and any action taken at the 
meeting as soon after the meeting as possible.

B. Minutes of such a meeting, a list of persons who the Board President 
or Superintendent-President contacted or attempted to notify, a copy of
the roll-call vote, and any actions taken at the meeting shall be posted for ten (10) days in a public place as soon after the meeting as possible.

Approved: November 13, 2012