

Book
AAPS Policy

Section
1000: Bylaws

Title
Meetings - Type & Notice

Number
1200

Status
Active

Legal

Adopted
April 10, 2013

Organizational

The organizational meeting of the board shall be the first meeting after newly elected board members take office.

Regular Meetings

At its organizational meeting, the board shall establish the time, place, and dates for its regular meetings for the following year. Absent such action by the board, regular meetings will be held on the second Wednesday of each month.

The President, in consultation with the board, may reschedule a regular meeting when appropriate to ensure the efficient operation of the board.

Items(s) of particular public interest shall be briefed at least once at a meeting held prior to the meeting at which a vote on the item(s) is to be taken.

Special Meetings

Special meetings of the board may be called by the President or by any three board members by serving notice to each board member as specified below.

Required Notice

Notice of a special meeting or of a rescheduled regular meeting shall specify the date, time, and place of the special meeting or rescheduled regular meeting. Notice shall be served at least 72 hours in advance of the meeting by:

- * Informing all board members during an open meeting of the board;
- * Delivering written notice personally to each board member;
- * Leaving the notice at each board member's residence with a person of the household;
- * Sending the notice to each board member by electronic mail to the addresses for the board on file at the district office; or
- * Sending the notice to each board member by U.S. mail at the addresses for the board on file at the district office.

Service of the notice may be by the board member or by a paid employee of the district.

The Superintendent and Secretary shall provide public notice of all meetings in accord with law.

Emergency Meetings

Emergency meetings of the board may be called in the same manner as special meetings and in accord with law. A good-faith effort to provide timely advance notification to each board member and the local press, specifying the date, time, and place of an emergency meeting, shall be required. Such notification shall be made as far in advance as practical.

Information/Work/Study Sessions, Retreats, Public Hearings

Information, work, study, retreat or public hearing sessions of the board may be called by the President in the same manner as a special meeting, or may be included as a portion of the agenda at a regular or special meeting. No action by the board shall be taken at such sessions.

Closed Sessions

The board may meet in closed session as provided by law. Notice of closed sessions where a board vote is not required shall be provided as for a special meeting.

Prior to any scheduled closed session, the purpose for the session shall be clearly communicated to each board member and the public, including specific reference to the legally permissible purpose for the closed session.

Time Limitations

No Regular Meeting, Organizational Meeting, Study Session, or Special Meeting will be longer than 5 hours from the official start time. Standing Committee Meetings will strive to be no longer than 2 hours from the official start time. These time limitations are imposed regardless of the posted start time or the actual start time.

All meeting agendas will be arranged to place critical Board decisions and actions at or near the beginning of the agenda to ensure the smooth and timely operation of the District. Any agenda items incomplete at the time limit will be added to a subsequent meeting agenda at the discretion of the President, in consultation with the Superintendent.

If a meeting is recessed into a closed session and then resumed, the aggregate open meeting time will not exceed 5 hours including short breaks during meetings.

Retreats of the Board, Executive Sessions, or Emergency Meetings do not need to conform to these time limitations.