

**BOARD MEETINGS, AGENDA PREPARATION & DISTRIBUTION**

**C1**

**Policy**

All Board meetings of the Orleans Central Supervisory Union and its member school districts (Albany, Barton, Brownington, Glover, Irasburg, Orleans, Westmore, and Lake Region Union) will be held in compliance with Vermont’s open meeting laws, 1 V.S.A. §310 et seq.

**Regular Meeting Schedule**

Regular meetings will be held as approved by each board.<sup>1</sup> The meeting schedule will be published and made available by the superintendent to any person on request.

Special and emergency meetings will be called by the Chair on his or her own initiative or when requested by a majority of the Board and shall be warned appropriately.<sup>2</sup> Only items on the agenda may be acted upon at these meetings.<sup>3</sup>

**Conduct of Board Meetings**

Meetings will be conducted in accordance with *Robert's Rules of Order, Newly Revised*.<sup>4</sup> One or more members of the Board may attend and participate in a regular, special or emergency meeting by electronic or other means so long as the requirements of 1 V.S.A. §312(a)(2) are met.

**Executive Sessions**

Executive sessions of the Board will be convened only for the purposes stated in 1 V.S.A. §313. The minutes of any meeting where an executive session takes place will reflect the specific statutory reason for convening the executive session. Board members will not make public the confidential issues discussed during an executive session.

**Agenda Preparation**

The Superintendent or designee will prepare proposed agendas for all meetings of the Board after consultation with the Board Chair. Items of business may be suggested by any Board member, staff member, student, or citizen of the District. The inclusion of items on proposed agendas will be at the discretion of the Board Chair and Superintendent. An item may only be added or removed from a meeting agenda as the first order of business at the meeting.<sup>5</sup> Other adjustments to an agenda may be made at any time during the meeting.

**Agenda Distribution**

The proposed agenda, together with supporting materials, will be distributed to Board members by the Superintendent two days prior to regular meetings and as soon as practicable before special and emergency meetings. At least 48 hours prior to a regular meeting and 24 hours prior to a special meeting, the superintendent shall ensure that the agenda is posted in the municipal

---

<sup>1</sup> See 1 V.S.A. §312(c)(1). “The time and place of all regular meetings...shall be clearly designated by statute, charter, regulation, ordinance, bylaw, resolution or other determining authority of the public body...”

<sup>2</sup> See 1 V.S.A. §312(c)(2) & (3)

<sup>3</sup> See Robert’s Rules of Order §9. Although action on items not on the proposed agenda for regular meetings is allowed as “New Business,” boards should avoid taking action on non-agenda items at regular meetings. If necessary, emergency meetings can be called to act on matters needing immediate action.

<sup>4</sup> See 16 V.S.A. §554(b)

<sup>5</sup> See 1 V.S.A. §312(d)(3)(A)

## ORLEANS CENTRAL SUPERVISORY UNION POLICY MANUAL

clerk’s office and the two other designated physical locations in each municipality.<sup>6</sup> In addition, proposed meeting agendas will be made available to any interested person upon specific request.<sup>7</sup>

	<b>Date Warned</b>	<b>Date Adopted</b>	<b>Date Revised</b>
Orleans Central Supervisory Union	11/02/2015	11/19/2015	
Albany School District	11/02/2015	12/10/2015	
Barton School District	11/02/2015	12/15/2015	
Brownington School District	11/02/2015	12/15/2015	
Irasburg School District	11/02/2015	12/17/2015	
Glover School District	11/02/2015	12/03/2015	
Lake Region Union High School	11/02/2015	12/07/2015	
Orleans School District	11/02/2015	12/17/2015	
Westmore School District	11/02/2015	01/19/2016	

*Date reviewed:*            *April 10, 2018*

*Legal Reference(s):*    *1 V.S.A. §§310 et seq. (Public meetings)*  
                                      *16 V.S.A. §554 (School board meetings)*

---

<sup>6</sup> See 1 V.S.A. §312(d)

<sup>7</sup> See 1 V.S.A. §312(c) and (d) for notice and warning requirements for special and emergency meetings.