

POLICY

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By-Laws

SUBJECT: REGULAR BOARD MEETINGS

All Board of Education meetings must be open to the public except those portions of the meetings which qualify as executive sessions. A "meeting" is defined as an official convening of a public body for the purpose of conducting public business and a "public body" is defined as an entity of two (2) or more persons which requires a quorum to conduct business, including committees and subcommittees.

Whenever such a meeting is to take place, there must be at least seventy-two (72) hours advance notice in accordance with the provisions of the Open Meetings Law. Notice of other meetings shall be given as soon as is practicable in accordance with law.

A schedule for regular meetings of the Board of Education of the South Huntington Union Free School District shall be established by the Board of Education in the spring prior to the commencement of the subsequent fiscal school year. All meetings of the Board of Education shall start at 7:30 p.m. and shall terminate at or before 11:30 p.m. However, on motion duly made, seconded, and approved by a majority of the members of the Board of Education, the aforesaid time limitation may be extended.

It is the responsibility of the Superintendent to prepare the agenda and review it with the Board Officers for each meeting of the Board. The agenda for each meeting shall be prepared during the week prior to the meeting. The agenda shall be distributed to Board members no later than the Friday before such regular meeting. Whenever the President or other members of the Board wish to bring a matter to the attention of the Board, such request should be made to the Board secretary who will bring them to the attention of the Superintendent and the Board President. Whenever individuals or groups wish to bring a matter to the attention of the Board, such request shall be addressed to the Superintendent. The Superintendent shall present such matter to the Board.

The Board will follow the order of business established by the agenda, except as it votes to rearrange the order for the convenience of visitors, individuals appearing before the Board, or to expedite Board business.

The Clerk of the Board of Education shall notify the members of the Board of Education in advance of each regular meeting. Such notice, in writing, shall include an agenda and the time of the meeting.

A Board member who expects to be absent from a regular or special meeting shall notify the Board secretary of the reason for such absence in advance of the scheduled meeting.

In the event that a meeting date falls on a legal holiday, interferes with other area meetings, or there is an inability to attend the meeting by Board members to the extent that a quorum would not be present, the Board shall select a date for a postponed meeting at the previous regular meeting, and shall direct the Clerk to notify all members.

(Continued)

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SUBJECT: REGULAR BOARD MEETINGS (Cont'd.)

Any meeting of the Board may be adjourned to a given future date and hour if voted by a majority of the Board present.

The Superintendent and members of his/her staff at the Superintendent's discretion shall attend all meetings of the Board. The Superintendent shall attend all executive session meetings of the Board except those that concern his/her evaluation and salary determination. The Board may request the attendance of such additional persons as it desires.

Public Officers Law Article 7
Education Law Section 1708

Adopted: 6/16/99
Amended: 4/28/2009