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**SUBJECT:** **Board Meetings**

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As defined by law, a Board meeting is an official meeting of the Board and includes any meeting, assembly or gathering together at any time or place or the simultaneous communication by conference telephone or other electronic means of a majority of the members of a public body for the purpose of conducting hearings, participating in deliberations, or voting upon or otherwise transacting the public business of the public body.

### **Types of Meetings**

1. While the Board is determined to operate efficiently, it also is mindful of the importance of thoughtful planning and discussion prior to taking formal action.
2. Regular meetings will be held at a predetermined time and place to conduct the business of the Board.
3. In addition, the Board may hold emergency meetings, work sessions, retreats, public hearings or other special meetings as it deems necessary to act in a timely manner and provide its members and executive staff with the opportunity to have an exchange of ideas and receive input from other staff, parents, students, and the community.

### **Regular Meetings**

1. The Board of Directors will have one action meeting each month. The action meetings of the Board shall generally be held on the second Wednesday. When those days fall on a holiday recognized by the Board, the Chair shall reschedule the meeting for another day.
2. The Board of Directors shall adopt a schedule of regular meetings at the beginning of each school year. The schedule of regular meetings shall be posted for public information.
3. The regular meeting of the Board shall usually begin at 6:00 p.m. and shall end by 11:00 p.m.
4. The Chair may reschedule or cancel regular Board meetings when it appears unlikely that a quorum will be present on the regularly scheduled date. If it becomes necessary to change the usual date, place, or time of a regular meeting of the Board, notice of such

change shall be given to members of the board and the public as outlined in the section below, "Notification of Board Meetings."

5. By the votes of a majority of its members present, the Board may hold or retire to a closed session for one or more of the permissible reasons listed in the North Carolina Open Meetings Law.

### **Special Meetings**

1. The Chair or any two members of the Board may call a special meeting for action consideration of any item requiring such a meeting.

2. Generally only items designated in the call of the meeting shall be considered at a special meeting.

3. New items may only be added to the agenda of a special meeting with the vote of at least five Board members.

4. Reasonable notice of such meetings shall be provided all Board members and the public. In no case shall the notice be less than 72 hours.

### **Emergency Meetings**

1. The Chair, in consultation with the school attorney, may call an emergency meeting of the Board to consider any emergency situation created by generally unexpected circumstances that require immediate consideration by the Board.

2. Board members, the public, and the media shall receive notice of an emergency meeting as far in advance as reasonable under the circumstances of the emergency situation.

3. The Chair, in consultation with the school attorney, will call an emergency Meeting when (a) two members so request; or (b) the Chairperson determines that the meeting is necessary.

4. Only business related to the emergency may be considered at an emergency meeting.

### **Notification of Board Meetings**

The Secretary shall publicize in advance the date, time, and place of all regular and special meetings of the Board and the major topics to be discussed. All citizens are welcome to attend Board meetings.

#### **A. Regular and Special Meetings**

1. Notice of each regular meeting of the Board shall be posted at the RAM Academy main office; on the school's website; and also shall be delivered with the agenda to each member at least three (3) days prior to each meeting.

2. Notice of each special meeting shall be given to each member at least seventy-two (72) hours prior to the time stated for the meeting to convene. Written notice of each special meeting shall be posted at the RAM Academy office at least seventy-two (72) hours prior to the time stated for the meeting to convene. The notice shall indicate the purpose of the special meeting.

3. Written notice of any special meeting giving time, place, and purpose shall be mailed or delivered to each newspaper, wire service, radio station or television station, and member of the public who has filed a written request for notice with the Board of Directors at least seventy-two (72) hours before the time of the meeting.

#### **B. Emergency Meetings**

1. Board members shall receive notice of an emergency meeting as far in advance as is reasonable under the circumstances of the emergency situation.

2. Each newspaper, wire service, radio station, and television station that has filed a written request for notice of special meetings shall be given notice of an emergency meeting either by telephone or by the same method used to notify Board members; and such notice shall be given immediately after notice has been given to Board members.

#### **Decisions by the Board**

1. Official decisions of the Board can only be made at duly constituted Board meetings. These meetings include regular meetings, special meetings, and emergency meetings and annual meetings.

2. An individual Board member or groups of Board members do not have independent authority to speak for the Board and should make no out-of-meeting commitments unless directed to do so on behalf of the Board.