

As defined by law, a Board meeting is an official meeting of the Board 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.

A. 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.

B. Regular Meetings

1. The Board of Education will have one action meeting each month and at least one work session per month. The action meetings of the Board shall generally be held on the first Tuesday. When those days fall on a holiday recognized by the Board, the Chair shall reschedule the meeting for another day.
2. The Board of Education 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 meetings of the Board shall usually be held in the Board room of the administrative offices of the Wake County Board of Education at 3600 Wake Forest Road, Raleigh, North Carolina.
4. The regular meeting of the Board shall usually begin at 3:00 p.m. and shall end by 11:00 p.m.
5. Any item of new business remaining on the agenda at 11:00 p.m. may be carried over to the next regular meeting unless the time is extended by a majority vote of the Board.
6. 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 media as provided in Policy 1320.

7. The regular monthly meetings of the Board shall be action meetings. At any action meeting, the Board may consider and act on any item placed on the Board agenda.
8. The agenda for action meetings shall include a consent agenda that lists items to be passed with a single motion and vote without discussion. Any item on the consent agenda may be removed by request of any Board member or the Superintendent and shall then be placed on action agenda for consideration by the Board or referred to a committee.
9. The agenda for an action meeting shall also include action items and information items.
10. 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.

C. Special Meetings

1. After consultation with the Superintendent, 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 six Board members.
4. Reasonable notice of such meetings shall be provided all Board members, the press, and the public. In no case shall the notice be less than forty-eight (48) hours.

D. Emergency Meetings

1. The Chair, in consultation with the Board 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. Please refer to Board Policy 1320 Notification of Board Meetings.
3. The Chair, in consultation with the Board 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.

E. Annual Meeting

1. The ~~annual second regular meeting~~ shall occur in ~~June~~ **December** of each year, ~~shall be considered the annual meeting~~ at which time the Board shall elect such officers and take such other actions as are necessary. **In school board election years, the annual meeting shall occur following the swearing in of elected board members. In addition to the election of officers at the December annual meeting, the Board shall elect officers within 60 days following the swearing in of a board member appointed to fill a vacancy on the Board or at any other time as the Board shall determine appropriate.**
2. Necessary action at the annual meeting shall include election of the Board Chair and Vice Chair and the appointment of the Board Attorney.
3. At the close of the annual meeting, the Board may then go into session for the regular action meeting.

F. Other Activities of the Board (Joint Meetings, Work Sessions, and Workshops)

1. Retreats and workshops are meetings that may be scheduled in order to give the Board more time to deliberate or evaluate issues.
2. The Chair, or the Vice-Chair, if the Chair is unable or unwilling to act, will call a retreat or workshop upon a majority vote of the Board.

G. Public Hearings

1. The Board may from time to time, in accordance with law and its policy, conduct a public hearing on a given subject.
2. The purpose of a public hearing shall be to determine public sentiment on a matter that merits Board consideration.
3. In order to gain maximum benefit from a public hearing, the Board' role shall be as listeners rather than as active participants.
4. If the Board conducts a public hearing on an issue the Chair may prohibit public comment on that issue at regular Board meetings.

H. Hearing Panels

1. In cases of appeals regarding such matters as student assignments, student discipline cases, and personnel and student grievances, the Board may create hearing panels to conduct hearings.
2. Except in the case of student assignment appeal hearings:
 - a. The panels shall be composed of at least two, preferably three Board members
 - b. The panels may hear and act on such appeals on behalf of the Board.

- c. The hearing panel may suspend Board policy, if necessary, in rendering a final decision.
3. In the case of student assignment appeal hearings:
 - a. The Board may appoint members of the administrative staff to serve as hearing officers.
 - b. The hearing panel shall make a recommendation to the full Board for final action.
4. The Board hearings may be conducted in closed session to the extent permitted by law.

I. Decisions by the Board of Education

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

Legal Reference: G.S. 115C-41(a), G.S. 115C-41(b), and G.S. 143-318.9-G.S. 143-318.18, **Session Law 2012-106**

Cross Reference: WCPSS Board Policy 1323 Rules of Order

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