

**SCHOOL DISTRICT OF
PITTSVILLE
BOARD POLICY**

BOARD OPERATIONS

SPECIAL BOARD MEETINGS

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Requesting, Calling, and Holding a Special Meeting

A special meeting of the School Board is a meeting initiated by an individual Board member as further provided under state law and this policy.

1. A Special School Board meetings shall be held upon the written request of any Board member. The request shall be filed with the Board Clerk or in his/her absence, the Board President.
 - a. Such a request may be filed directly with such officer or at the Office of the District Administrator with a copy or other reasonable notification of the request directed to such officer.
 - b. The Board member requesting the meeting is responsible for confirming that the request has been received as intended and for adequately identifying the subject matter he/she is proposing for the meeting.
2. The Board officer who receives the written request, or an authorized designee acting on behalf of the officer, shall establish a reasonable date, time, and place for the special meeting **and** issue notice of the date, time, and place of the meeting to each Board member.
 - a. Notice to the members of the Board shall be given in a manner that is likely to give notice to each Board member. Normally, and in the absence of any special circumstances, it shall be sufficient to send an electronic mail message containing the relevant information to the primary email address that each Board member uses for Board-related communications. Although a Board member's actual and timely receipt of notice of the relevant information regarding a special meeting shall also be considered sufficient notice, this paragraph does not require or guarantee a Board member's actual receipt of the notice that is issued.
 - b. Except as otherwise permitted by state law, notice to the members of the Board shall be issued so that it arrives, or could reasonably be received, at least 24 hours prior to the start of the meeting.
 - c. In lieu of providing adequate prior notice to all Board members, a special meeting may still be held with the consent of **all** Board members, as further provided in state law. Specifically, the advance notice requirement or any defect in giving such notice to any Board member(s) is waived if all Board members consent to holding the special meeting by either:
 - (1) Personally attending the special meeting and consenting; or
 - (2) Providing written consent even though the Board member does not personally attend the special meeting.

Public Notice and Minutes of Special Meetings

Public notice shall be given for Special School Board meetings in accordance with the Open Meetings Law and in accordance with Board policy. No business shall be transacted at a Special Board meeting other than that specified in the notice of the meeting.

The Board President and Clerk shall ensure that minutes of each Board meeting are recorded, approved,

signed, and filed in the Board records to the extent required by law.

LEGAL REFERENCES

Wisconsin Statutes

- Section 19.81(2) [public access to meetings]
- Section 19.83 [governmental meetings; period of public comment]
- Section 19.84 [public notice of meetings]
- Section 19.85 [exemptions to meeting in open session]
- Section 120.11(2) [special board meetings in common and union high school districts]
- Section 120.11(4) [proceedings of school board meetings; financial records]

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