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| Title: | Board Meetings Policy | Related Policies: | |
| Number: | 1.3 | Related Procedures: | Affidavit |
| Status: | Approved | Adopted: | |
| Owner: | M. Budeir (Board Chair) | Accounting: | |
| Last Revised: | 8-22-09 | Legal: | GA Open Meetings Act OGCA 50-14-1; NCS |
| Policy Detail | | | |

Meeting Procedures. All meetings of the Amana Academy Board shall be open to the public, including the news media, except when permitted or required by law to be closed. Visual and sound recordings shall be permitted during open meetings.

Four members of the Amana Academy Board shall constitute a quorum for the transaction of business. The votes of a majority of the members present shall be necessary for the transaction of any business or the discharge of any duties of the Amana Academy Board.

The Chairman of the Board shall preside at Board meetings and shall rule on questions of order. In the absence of the Chairman, a designee shall preside. In the absence of both the Chairman and the designee, the attending members shall elect one of their number to preside.

Meetings of the Board shall be formal enough to allow for the orderly conduct of business but informal enough to encourage free discussion among Board members and to promote group thinking and action.

Meeting Schedule. The Amana Academy Board annually shall adopt a schedule for the upcoming year stating the date, time and place of its regular meetings and Board work and executive sessions.

The meeting schedule shall be posted in a prominent place at the school. Electronic and other means of informing the public about Board meetings shall be used where feasible. Any scheduled meeting may be canceled, postponed or adjourned.

Regular Meetings. Unless otherwise specified in the schedule or changed in a manner allowed by law, the Board's regular monthly meetings shall be held on the designated day and time each month determined during the preplanning work session held in July before the beginning of the school year. The schedule shall call for meetings to be held at Amana Academy. The Board's regular monthly meetings are legislative in nature. This is where most of the Board's formal actions are taken.

Board Work Sessions. Board work sessions shall be scheduled as necessary by the Board, unless otherwise specified in the schedule or changed in a manner allowed by law. The purpose of the work session is to provide Board members, administrative staff and the community with background information on agenda items scheduled for Board action at its regular meetings. In addition, staff members and other designated organizations or individuals may be asked to present information to the Board on topics of immediate or long-term importance to Amana Academy.

Executive Sessions. The Board may meet in executive session to consider student discipline appeals, real estate acquisitions, individual personnel matters, pending or potential litigations or any other matters that are required or permitted by law to be addressed in closed meetings.

A majority vote of a quorum present at an open meeting shall be required in order to close a meeting to the public. The specific reason for closure must be stated in the motion. Executive sessions will

generally be held before or after the Board work sessions or regular monthly meetings, but can be scheduled whenever it is deemed necessary by the Board. The Board shall vote in public on any executive session item requiring official Board action. The minutes of the meeting shall reflect the names of the members present and the names of each Board member voting for closure. These portions of the minutes shall be made available to the public to the same extent as any other minutes.

When a meeting has been closed to the public, the Board Chairman or other Board member presiding over the meeting shall execute an affidavit stating under that the closed meeting was devoted to matters within the exceptions allowed by law and identifying the specific relevant exceptions. The affidavit shall be filed with the official minutes of the meeting.

If a Board member is physically unable to be present at a regular Board meeting, or Board work session, he or she may participate via telephone or video conference, provided that the Board member can hear all discussion, be heard by the Board, and hear and be heard by the members of the public in attendance (except for any portion of the meeting closed to the public pursuant to the Open Meetings Act). A Board member participating in such a meeting by this means is deemed to be present at the meeting.

However, it is the policy of the Board that a quorum must be physically present at a regular Board meeting, or Board work session, in order to transact business or discharge any duties of the Board.

Special or Called Meetings. Special meetings may be called by the Board Chairman on the request of four or more Board members or the Executive Director. Due notice of such meetings shall be given to the public and shall include at a minimum the posting of a written notice for at least 24 hours at the place of regular meetings and by the giving of written or oral notice at least 24 hours in advance to the community. Board members will be given at least 24 hours' notice of the meeting and the topics to be addressed. Notice to Board members may be by telephone, e-mail, fax or some other means calculated to achieve notification.

Emergency Meetings. When special circumstances occur and are so declared by the Amana Academy Board, the Board may meet on less than 24 hours' notice. Board members and the public shall be given as much notice of the meeting and subjects expected to be considered as is reasonable under the circumstances, including notice to the community and the posting of a written notice at the place of regular meetings. The minutes of the meeting shall reflect the reason for holding the meeting on less than 24 hours' notice and the nature of the notice given.

Telephone Conference Meetings. Any special or emergency meeting of the Board may be conducted by speaker telephone conference or video conference, provided that all Board members participating in the meeting can hear and speak to each other simultaneously during the meeting. If the meeting is one that is required to be open to the public pursuant to the Open Meetings Act, the public shall be provided access to a location at which they are able to hear the comments and votes of the Board members and, if appropriate, to speak during the meeting. A Board member participating in a meeting by this means is deemed to be present in person at the meeting.