



Book	Policy Manual
Section	9000 BYLAWS OF THE BOARD
Title	Meetings
Code	BB 9320
Status	First Reading
Cross References	<a href="#">BB 9321 - Executive Sessions</a> <a href="#">BB 9322 - Agenda/Meeting Materials</a> <a href="#">BB 9323 - Meeting Conduct</a>
Last Revised	September 11, 2023
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Prior Revised Dates	4/4/2016

Meetings of the Board are conducted for the purpose of accomplishing District business. A meeting of the Board will consist of any gathering of the members of the Board when more than three members of the Board, or a majority of the members, whichever is less, are present and collectively consider a matter upon which the Board is empowered to act. As a matter of District policy and state law, meetings ordinarily will be open to the public. The Board may meet in closed sessions only to discuss certain matters as permitted or required by Alaska's Open Meetings Act.

Reasonable public notice will be given for all meetings of the Board in accordance with law and District practice, and will be posted online and at the District Office before the meeting. Such notice will include the date, time and place of the meeting. If the meeting is virtual, hybrid (virtual and in-person), or by teleconference, the method of accessing and participating in the meeting will be included.

### **Regular Meetings**

The Board will adopt a yearly calendar specifying the date, time and place of each regular meeting. The annual calendar and any subsequent changes will be publicly posted online and at the District Office in accordance with the Alaska Open Meetings Act. Once approved by the Board, the annual calendar will be distributed through the maintained distribution list and may be provided to media outlets or other interested parties upon request. Unless changed by the Board, regular meetings will be held at 6:00 p.m. at Borough Assembly Chambers. Notice of regular meetings will be advertised as required by state law.

### **Work sessions**

Work sessions will be conducted as necessary on items for Board member knowledge. Work sessions are public meetings. Public members may participate at the invitation of the Board President. A summary is given during the regular Board meeting.

Work sessions prior to regular meetings as well as work on other committees are included as part of the expectations for Board service.

### **Special Meetings**

Special meetings of the Board may be called by the presiding officer or a majority of the Board members.

Except in the case of an emergency, notice of special meetings will be provided at least 24 hours before the meeting. This notice will specify the date, time, and place of the meeting. If the meeting is virtual, hybrid (virtual and in-person), or by teleconference, the method of accessing and participating in the meeting will be included. Such notice will be given to all Board members, the Superintendent and to the local news media. This notice also will be posted online and at the District Office at least 24 hours before the meeting.

Notice of a special meeting will include a statement of the purpose of the meeting. No business may be transacted at this special meeting, other than that which is specifically stated in the notice of the meeting.

### **Emergency Special Meetings**

The Board president will give notice of an emergency special meeting to the local media by telephone before the meeting. If telephone services are not functioning, the notice requirement is waived. In that event, as soon after the meeting as is practicable, the Board will notify the local media that the meeting was held and will describe the purpose of the meeting and any action taken by the Board.

### **Remote Participation**

Recognizing the inherent responsibility and statutory duties of the Board members, the Board expects Board members to attend and participate at meetings of the Board. Though great importance is given to the physical presence of Board members at meetings, the attendance and participation of members remotely is authorized whenever physical presence is not practicable. The Board member will notify the Board president and/or Board administrative assistant at least seven (7) days prior to the regularly scheduled business meeting unless extenuating circumstances exist. All votes at a meeting of members attending remotely will be taken by roll call.

1. Board members will be allowed to participate remotely, and vote using interactive display technology or telephone, at board meetings.
2. If a board member participates in a board meeting remotely, the official minutes will reflect that the board member participated remotely.
3. If a board member participates in an executive session remotely, the board member is responsible to make sure that there is no one else in the room or who can otherwise overhear the discussion, and will confirm this at the start of the meeting.
4. The physical location of a board member who participates via electronic means, is not required to be accessible to the public unless so designated.
5. The board member will notify the Board President and/or administrative assistant to the board at least seven (7) days prior to the meeting, unless extenuating circumstances exist.
6. If a board member participates in a board meeting remotely, it is expected that the Board member will use video capability with cameras activated, unless technical limitations or other circumstances prevent such participation.
7. The Board also authorizes the use of teleconferences for Board meetings when receiving public comment or testimony, and during Board deliberations.
8. Any exceptions to the above require board approval.

Legal Reference:

ALASKA STATUTES

*14.08.091 Organization, oath and bond*

*14.14.070 Organization of school board*

*14.14.080 Declaring a school board vacancy*

*29.20.020 Meetings public*

*44.62.310 Government meetings public*

*44.62.312 State policy regarding meetings*