

NOTE: Colorado school districts are required by law to adopt a policy on this subject and the law contains some specific direction as to the content or language. This sample contains the content/language that CASB believes best meets the intent of the law. However, the district should consult with its own legal counsel to determine appropriate language that meets local circumstances and needs.

School Board Meetings

All meetings of three or more members of the Board at which any public business may be discussed or any formal action taken shall be open to the public at all times except for periods in which the Board is in executive session. All such meetings will be properly noticed and minutes will be taken and recorded as required by law.

No business may be conducted unless a quorum is present. A quorum shall consist of a simple majority (more than half) of the members serving on the Board.

A recording shall be made of regular and special meetings as required by law and at a minimum, shall be an audio recording. Recordings shall be maintained for 90 days.

Regular meetings

Regular meetings of the Board of Education shall be held on the District Office compound.

Meetings of the Board shall be held on the second Thursday of each month at 6:00 p.m. unless otherwise established by the Board.

Special meetings

Special meetings and workshops may be called by the Board president at any time and shall be called by the president by written request of a majority of the members.

The secretary to the Board shall be responsible for giving a written notice of any special meeting to each Board member at least 72 hours in advance of the meeting if mailed and 24 hours in advance if delivered. The notice must contain time, place and purpose of the meeting and names of the members requesting the meeting.

Any member may waive notice of a special meeting at any time before, during or after such meeting, and attendance at a special meeting shall be deemed to be a waiver.

No business other than that stated in the notice of the meeting shall be transacted unless the item is reasonably related to the subject matter on the notice or an exigency exists. In addition, all members must be present and cast an unanimous vote to amend the agenda.

Work sessions and retreats

The Board, as a decision-making body, is confronted with a continuing flow of problems, issues and needs which require action. While the Board is determined to expedite its business, it is also mindful of the importance of planning, brainstorming and thoughtful discussion without action. Therefore, from time to time the Board may schedule work sessions or retreats, which shall be open to the public. No action shall be taken during such sessions. Public notice of the session, including the topics for discussion and study, shall be provided.

Adopted: October 1992

Revised: December 1995, December 2005, November 2006, October 2009,
March 2010, February 2014, October 2016

LEGAL REFS.: C.R.S. 22-32-108 (*board meetings*)
C.R.S. 24-6-401 *et seq.* (*Colorado Sunshine Law*)

CROSS REFS.: BEC, Executive Sessions
BEDA, Notification of Board Meetings

NOTE 1: The Board is not required to take minutes if through its notice and agenda it has not retained the option to take formal action. The Board must make a recording of each regular and special meeting of the Board at which votes are taken and recorded and shall make the recording available to the public. The Board, at its discretion, shall use appropriate technology available at the time the recording is made and shall, at a minimum, make an audio recording. Such recordings must be maintained for a minimum of 90 days.

NOTE 2: The Board is required to electronically record executive sessions, which shall include the specific statutory citation to the executive session law that allows the Board to meet in executive session. However, if the executive session is held to discuss an individual student matter, the Board is not required to make an electronic or written record of the executive session. If the executive session is held to receive legal advice from an attorney on a particular matter, an electronic record must be made of the statutory citation to the executive session law that allows the Board to meet in executive session to receive legal advice, but the Board is not required to make an electronic or written record of the discussion that occurs in executive session, on the basis that it constitutes privileged attorney-client communication.

NOTE 3: A quorum is defined as a simple majority (more than half) of the members serving on a Board, as follows:

- for a 5-member board a quorum is 3
- for a 6-member board a quorum is 4
- for a 7-member board a quorum is 4

NOTE 4: State law specifically permits "rural" districts with 6,500 students or less to utilize electronic mail to notify board members of a special meeting, if such email is "delivered" at least 24 hours prior to the meeting. C.R.S. 22-32-108 (2)(b). Arguably, however, school districts that are not considered rural and enroll more than 6,500 students may also provide notification of special board meetings by email at least 24 hours in advance of the meeting, so long as the board member agrees to receive meeting notifications by email or waives the required notification. C.R.S. 22-32-108 (3).