

**POLICY # 4235**      Types of Board Meetings**EFFECTIVE DATE**      1/22/2026**VERSION # 1****APPLIES TO**

|              |                |
|--------------|----------------|
| Division     | Districtwide   |
| Sub-Division | Administration |

| VERSION | REVISION DATE | DESCRIPTION OF<br>CHANGE/SUPERSEDE | AUTHOR |
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| 1 | 1/16/2026 | New Policy | Holli Drobny |
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**PROCEDURE**Regular meetings

Regular meetings of the Board of Directors shall be held on a regular cadence of each month. The date, time and place of regular Board meetings may be reconsidered annually at the annual organizational meeting of the Board, or such other time as the Board may determine due to a change in District needs and circumstances.

- a) An agenda shall be prepared and posted at least 72 hours before the meeting.
- b) Notice of the meeting shall be provided to the local newspaper and any other media outlet or person who has requested to receive notices of meetings by serving a copy of the agenda at least 72 hours before the meeting.

Special meetings

Special meetings of the Board of Directors may be called by the Board Chair or by a majority of the Board.

- a) All Directors shall be notified of the special Board meeting and the purpose or purposes for which it is called. Notice of the meeting shall be in writing, received by them at least 24 hours prior to the meeting.
- b) An agenda shall be prepared and posted at least 24 hours before the meeting and shall be delivered with the notice of the special meeting to the Board of Directors.
- c) Notice of the meeting shall be provided to the local newspaper and any other media outlet or person who has requested to receive notices of meetings by serving a copy of the agenda at least 24 hours before the meeting.
- d) Only those items of business listed in the call for the special meeting shall be considered by the Board at any special meeting.

Emergency Meetings

In the event of an emergency situation involving matters upon which prompt action is necessary, the Board of Directors may hold an emergency meeting without complying with the 24-hour notice requirement. An emergency situation means either, as determined by a majority of the Board: (1) a work stoppage, crippling activity, or other activity that severely impairs public

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health or safety; or (2) a crippling disaster, mass destruction, terrorist act, or threatened terrorist activity that poses immediate and significant peril (a dire emergency).

- a) When possible, notice shall be provided to the media outlets by telephone at least one hour before the meeting.
- b) Actions taken during an emergency meeting shall be by roll call vote.
- c) The Board may meet in closed session if agreed to by 2/3 vote of the members present, or if less than 2/3 present, by unanimous vote.
- d) Following an emergency meeting, the minutes of the meeting, a list of persons notified or attempted to be notified of the meeting, and actions taken must be posted for ten (10) days in a public place.

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**Authority:** General Manager; Board of Directors;

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Approved by the Board of Directors on January 22, 2026