

## A-8 POLICY Board Meetings – Special and Emergency Meetings

### **Special meetings**

Special meetings may be held from time to time for specific purposes at which only business pertaining to the special purpose may be transacted.

Special meetings may be held upon the request of the Board Chair or upon the request of at least four Board Members.

Special meetings will be held in compliance with the Open Meeting Law and shall require reasonable notice to all Board Members, the news media, and public.

### **Emergency Meetings**

When it is necessary to hold an emergency meeting without reasonable advance public notice, the nature of the emergency shall be stated in the minutes and any formal action taken in such meeting shall pertain only to the emergency. Such emergency meetings may be held by virtual conferencing. The Board Secretary shall make a reasonable effort to provide advance notice to the media of the time and place of any emergency meeting and of the subject(s) to be discussed at any such meeting. Complete minutes of such emergency meetings specifying the nature of the emergency and any formal action taken at the meeting shall be made available to the public by no later than the end of the next regular business day.

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**Adopted:** 07/15/97

**Reviewed:** 10/15/18, 02/01/20, 11/21/23

**Revised:** 02/01/20, 11/21/23

**Web link:**

**Tags:** Robert's Rules of Order, special board meetings