

**SUBJECT: SPECIAL MEETINGS OF THE BOARD OF EDUCATION**

Special meetings of the Board shall be held on call by the President or the Superintendent at the request of any individual Board member(s). Such call shall be evidenced by a notice specifying the purpose, time and place of the meeting. Twenty-four hour notice shall be given to members by the Superintendent or the Board President, as the case may be and shall indicate the matter to receive attention. All special meetings shall be held at a regular meeting place of the Board.

Public notice of the time and place of the special meeting shall be given “to the extent practicable to the public and news media at a reasonable time prior to the meeting”.

**Emergency Meetings**

An emergency meeting may be called by the President of the Board. The meeting will not be an official meeting of the Board unless all members are present.

In the event it becomes necessary to call an emergency meeting, the twenty-four hour notice may be waived by unanimous consent of the Board. The Clerk of the Board shall then request each member to sign a waiver of notice and signed waiver shall be incorporated into the minutes.

At an emergency meeting, the rules for procedures and order of business for special meetings will apply.

**Public Notice and Attendance at Work Sessions**

- a) Whenever possible, work sessions will be scheduled sufficiently in advance so that they may be announced at a regular meeting of the Board;
- b) Whenever possible, any session will not be postponed without reasonable notice to the public of such postponement;
- c) The public is invited to attend such sessions as observers only unless invited to participate under such guidelines as may be established by the Board.

Education Law Section 1606  
Public Officers Law Section 104(2)