

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: BEA Recoded from BE
School Board/Superintendent Revisions: January 13, 2014 School Board Review: March 31, 2015 Policy Committee Review: 4/13/16, 4/19/17 – No Change Annual Policy Committee Review: April 11, 2018, 5/6/20, 5/5/21 -No Change School Board Annual Review: April 6, 2022 School Board Annual Review: April 5, 2023 School Board Annual Review: March 20, 2024	Page 1 of 2 Category: Recommended

REGULAR BOARD MEETINGS

The Oyster River Cooperative School Board shall meet at least once every two months. Unless otherwise determined by Board action, regular meetings of the Board shall be held at Oyster River High School on the first and third Wednesday of each month (with the exception of the months of July and August) in a handicapped accessible location, beginning at 6:30 for manifest review and 7:00 for other business. Additional meetings may be called by the Board Chairperson as needed. Public meetings will be scheduled to encourage public attendance.

Each Board member should articulate the reason for their votes and the Chairperson should encourage members who have not. Every spoken word should be clear and every document readily available, except when exempt from publication under provision 91-A or otherwise impracticable due to volume, complexity or other legitimate reason. It should be easy for the public to understand and follow along in detail with Board discussions at public meetings.

The Board reserves the right to cancel, adjourn or recess a meeting at any time. The Board also reserves the right to enter non-public session at any time, in accordance with the provisions of RSA 91-A:3 and Policy BEC.

Notice of all Board meetings will be posted in at least two appropriate places at least twenty-four (24) hours prior to the meeting as required by law. Notices will be posted outside of each school and at the District office as well as on the District web site when available. The agenda and related public documents for the meeting will also be posted on the District web site when available twenty-four (24) hours as required by law prior to the meeting. Notices will be posted consistently and to encourage public attendance at all public Board meetings. All changes of regular meetings from normal dates shall be advertised at least twenty-four (24) hours prior to the date of the meeting.

Emergency meetings may be called by the Chairperson or by action of a majority of the Board. For purposes of this policy, an emergency as defined in 91-A:2 II is a situation where immediate un-delayed action that does not allow regular notice is deemed to be imperative by those who called the meeting. In the event of an emergency meeting, the Board will post notice of time, place and purpose of the emergency meeting as soon as possible and will also use other reasonable means to inform the public that an emergency meeting is to be held. Minutes of an emergency meeting will clearly state the need and purpose for the emergency meeting. If the meeting was called by a majority of the Board, then the Board must begin the meeting by a proper vote declaring the need for the meeting. The Board may only discuss or act on the business deemed to be an emergency at an emergency meeting.

A proper meeting for this and other policies is one that fully complies with the Right-to-Know law and related policies. If a meeting is known to be improper, such as it was not properly posted, then it must be rescheduled for a time when it can be properly held.

Except for those meetings expressly exempt under the Right-to-Know law, all Board meetings shall be open to the public. The Board will establish the agenda of each meeting. The Board reserves the right to amend the agenda during the meeting, should a majority of the Board vote to do so. Additionally, the Board will allow public comments at regular public meetings consistent with Policy BEDH.

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The School Board recognizes that the consistent attendance of Board members at Board Meetings is essential for the efficient, effective operation of the Board’s duties as well as fulfilling our individual obligations as elected officials. Each member is obligated to attend School Board meetings regularly. Whenever possible, each School Board member shall give advance notice to the Chairperson or Superintendent of his/her inability to attend a School Board meeting.

This policy affects public access to the Board and the public’s Right to Know. To protect that right, this policy requires a public hearing before it may be revised. Further, this policy may not be suspended except by a two-thirds vote at a public meeting. The Board must always fully comply with the letter and spirit of the Right-to-Know law that may not be suspended. This policy will be reviewed by the Board and all standing advisory committees annually before the end of April to ensure full awareness and compliance.

Cross Reference: BEC – Non-Public Meetings
BEDH – Public Participation at Board Meetings

Legal References:

- RSA 91-A, Access to Public Records and Meetings
- RSA 91-A:2, II, Meetings Open to the Public
- N.H. Code of Administrative Rules, Section Ed. 303.01(f), Substantive Duties of School Boards