

The Vanguard School

POLICY: Vanguard BE – School Board Meetings

POLICY ADOPTED: 2-13-18

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.

As required by law, a written record shall be made of regular and special Board meetings. All executive sessions shall have recorded minutes which shall be maintained for 90 days.

Regular meetings

Regular meetings of the Board of Directors shall normally be held in the library of The Vanguard School, 1605 South Corona Street, Colorado Springs, CO 80905.

Special meetings

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

The secretary of the Board or his or her designee 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 hand-delivered personally to the member. 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 all members are present and agree to consider and transact other business.

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.

All meeting notices will be posted in the front office on the Corona campus.

Initial Date: August 2015

Revised: June 6, 2017

Legal Ref: C.R.S. 22-32-108 (*board meetings*)
C.R.S. 24-6-401 et seq. (*open meetings law*)