

The board affirms the public policy of this State that hearings, deliberations, and actions of public bodies be conducted openly.

A. APPLICABILITY

All “public bodies” holding official meetings must comply with the requirements of the open meetings law in Article 33C of Chapter 143 of the General Statutes. The term “public bodies” includes the board, any committees of the board, school improvement teams, and, as defined by law, any other committee of two or more members that exercises or is authorized to exercise a legislative, policy-making, quasi-judicial, administrative, or advisory function, unless the committee or group is solely comprised of professional staff.

B. COMPLIANCE

As secretary to the board, the superintendent shall provide required notice and record and maintain minutes, in written form or in the form of audio or audiovisual recording, of all official meetings of the board, board committees, or committees appointed by the board. The principal or designee shall be responsible for compliance with the open meetings law by school improvement teams or any other public bodies at the school level. The superintendent or designee shall make copies of the open meetings law available to any public bodies associated with the school system. The board and other public bodies of the school system are encouraged to consult the school board attorney in accordance with policy 2610, Board Attorney, to obtain advice on complying with the legal requirements of the open meetings law.

1. Notice

Notice will be given in accordance with law for all regularly scheduled meetings, emergency meetings, and any other meetings, such as public hearings, work sessions, electronic meetings, or retreats.

2. Minutes

For all official meetings, whether held in open or closed session, minutes will be recorded and maintained in accordance with all legal requirements.

The superintendent or designee shall record and maintain complete and accurate minutes in accordance with policies 2210, Officers of the Board, and 5070/7350, Public Records – Retention, Release, and Disposition. The minutes will include: (1) a record of all actions taken by the board, including a summary of discussions and a record of each board member’s vote on an issue, unless the vote is unanimous; (2) resolutions and motions in full, including any related reports or

other documents not clearly incorporated by reference; and (3) a record of the disposition of all matters that the board considered but did not take action upon. Video and/or audio recordings may be made of all open meetings and may be used to support the written minutes. Such recordings, if made, shall be considered a public record in accordance with policy 5070/7350, Public Records – Retention, Release, and Disposition.

The superintendent or designee shall ensure that copies of the minutes from the preceding meeting(s) are sent in advance to board members as part of the board meeting materials, as provided in policy 2335, Advance Delivery of Meeting Materials. The minutes of the preceding meeting shall be approved by the board, and, upon approval, signed by the board chairperson and superintendent.

For meetings, or portions thereof, in which minutes are kept via audio or audiovisual recording, the minutes will be deemed approved when the superintendent has reviewed the recording for accuracy and completeness and has posted the recording to the school system website.

3. Closed Sessions

Closed sessions will be held only when required to permit the board to act in the public interest and as permitted by law. A motion to go into closed session must be made and adopted in open session in accordance with the requirements of G.S. 143-318.11(c) and policy 2321, Closed Sessions.

Legal References: G.S. 143-318.9, -318.10, -318.11, -318.12

Cross References: Officers of the Board (policy 2210), Closed Sessions (policy 2321), Advance Delivery of Meeting Materials (policy 2335), Board Attorney (policy 2610), Public Records – Retention, Release, and Disposition (policy 5070/7350)

Adopted: December 15, 2014

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