

The Board will conduct its meetings in accordance with the Colorado Open Meetings Act, CRS 24-6-402. Where not otherwise prohibited by law, it will be guided also by Robert's Revised Rules of Order and by the principles of Carver Policy Governance.

1. **Meeting:** a meeting is a gathering of three or more Board members to discuss public business. This gathering may be in person or conducted by telephone, email, or other means. Simple emails for the purpose of informational exchange between Board members are not considered meetings. Except as noted in Paragraph 7, meetings are open to the public at all times. Meetings conducted by email or other electronic means will be deemed "open to the public" if the meeting transcripts are available for public access. Meetings held outside the regular schedule are called "Special Meetings", but are otherwise identical to regularly scheduled meetings.
2. **Notice:** any meeting will be announced by public notice at least 24 hours prior to said meeting. Notice will be in the form of the proposed meeting agenda posted under the Administration section of the School website (<https://guffeyschool.org>) and on the main entrance doors to the School. The agenda as posted will reflect as accurately as possible the items planned for the meeting, but is subject to change before the meeting or once the meeting is convened. The School District will be provided with a copy of the proposed agenda, or a link to the agenda, at least 24 hours prior to said meeting.

Members of the public may request that the Board notify them reasonably in advance of any meeting, or of any meeting where specific topics will be addressed. The Secretary will maintain a list of individuals requesting such notice, and will be responsible for providing timely notice by telephone, text, or email.

3. **Schedule:** regular meetings for addressing routine business will be held at the School at 5:30 pm on the second Wednesday of each month, except that no regular meeting will be held in July.
4. **Quorum:** a quorum of three or more Board members is required to conduct a meeting. The quorum must be maintained for the entire meeting.
5. **Chair:** the meeting chair rotates through the Board members in no particular order. The chair for a meeting will normally be decided at the prior meeting. If no chair is appointed, the President of the Board will chair the meeting. It is the responsibility of the Chair to prepare the meeting agenda and post the meeting notice as described above.
6. **Consent Agenda:** the Board utilizes a Consent Agenda as defined by Carver Policy Governance. The Consent Agenda shall consist of items that the Board is

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required by law or external agencies (e.g. banks) to vote on, but for which the Board has delegated management authority to the Administrator. The Board will hold the Administrator responsible for preparing the Consent Agenda before each meeting where one is required. Discussion of items on the Consent Agenda by Board Members for the purpose of clarification is permitted, but where substantial discussion or modification is required, the item will be removed from the Consent Agenda and transferred to the regular agenda. Transferring an item from the Consent Agenda to the regular agenda requires a vote by the Board. A vote to accept the Consent Agenda by more than half of the Members present is taken as an affirmative vote for each item on the Consent Agenda. Items are never voted on individually.

7. **Voting:** unless otherwise specified in the Bylaws or Policies, all matters presented for a Board decision shall pass on an affirmative vote of more than half of the Members present. All votes shall be taken by voice, with the vote result stated by the Chair and recorded by the Secretary. Where the vote is not unanimous, a recorded vote shall be required.
8. **Executive Sessions:** at any regular meeting, the Members may recess to executive session to discuss confidential matters as allowed for by CRS 24-6-402 (4). The minutes shall clearly state the purpose of the executive session, in as much detail as possible without violating any confidentiality issues. A recess to executive session requires a vote of two-thirds of the Members present.
9. **Minutes:** the Secretary (or an assignee) shall record minutes of regular meetings and executive sessions. Minutes shall be in the style recommended by Carver Policy Governance, whereby all important points are noted, but a detailed transcript is not required. Published minutes shall be prepared by the Secretary prior to the subsequent meeting. Once accepted by a vote of the Members, the published minutes of regular meetings shall be open to the public and placed on the School website. Published minutes of executive sessions are sealed to public viewing and shall be maintained for a minimum of 90 days, after which they may be destroyed.
10. **Public Input:** the Board seeks input from all segments of the community it serves. At most meetings the Board will provide an opportunity for members of the public to speak on the record. However, the Board is under no obligation to provide such opportunity, and may, at its discretion, limit the number of speakers, and the amount of time allocated to any individual speaker.