

## **REGULAR BOARD MEETINGS**

The Board of Trustees shall meet twice monthly unless otherwise determined by the Board. Unless decided otherwise by a prior agreement the place of the meeting shall be the Board Room of the Division Office. Notice of all regular meetings shall be given by the Secretary-Treasurer so that the notice will be received at least 24 hours before the meeting. Notice may be given personally or in writing stating the place, date, and hour of the meeting.

All regular meetings of the Board shall be open to the public except those portions that are declared to be "in-camera" sessions of a committee of the whole Board.

"In-camera" sessions may be called at the discretion of the Chairman or by motion of the Board for discussion of problems dealing with personnel, negotiations, appointments, disciplinary action or any other areas of a legal or personal nature. When an in-camera session is held, the Board shall reconvene in open session for the presentation of any motions dealing with the topic under discussion.

The following agenda format will be used for all Regular Board Meetings.

### **AGENDA**

Committee of the Whole (In-Camera)

#### **BUSINESS MEETING**

- 1.01 Approval of Agenda
- 1.02 Approval of Minutes
- 1.03 Approval of Accounts
- 1.04 Business Arising from Previous Meetings
- 1.05 Superintendent's Business Report (Action)
- 1.06 Secretary-Treasurer's Business Report (Action)
- 1.07 Reports of Committees
- 1.08 New Business (Additions to Agenda - Action)
- 2.00 Delegations
- 3.00 Other Reports (Information)
- 4.00 Superintendent's Information and Correspondence
- 5.00 Secretary-Treasurer's Information and Correspondence
- 6.00 Open Forum
- 7.00 Adjournment

Revised October 18, 1994