

Types of School Board Meetings

(Title 1, Vermont Statutes Annotated, Chapter 5)

- All school board meetings, and meetings of school board subcommittees, must be open to the public, and must give reasonable opportunity for public participation.
- A meeting is defined as a quorum of the members of a school board gathered for the purpose of discussing the business of the board or for the purpose of taking action.

Type of Meeting	Notice to Board Members	Notice to Public & Media	Agenda	Minutes
<u>Regular:</u> Time & place stated in board policy or bylaw.	No legal requirement	No legal requirement but must be provided to media and concerned persons upon request. (Good practice is to publish time & place of each meeting in local paper and on public access TV.)	Available to media and concerned persons upon request.	Available within 5 days of meeting indicating: 1.Members present 2.Other active participants 3.Motions made & their disposition 4.Results of votes, with record of each member's vote if roll call requested by board
<u>Special:</u> Not fixed by policy or bylaws, called for a specific purpose	Written or oral notice 24 hrs in advance unless waived	Publicly announced (give to news media) at least 24 hours prior to meeting; posted in municipal clerk's office and 2 other locations in town.	Same as regular meeting. (Can only discuss items posted on warned agenda)	Same as regular meeting.
<u>Emergency:</u> To respond to unforeseen occurrence or condition requiring immediate attention.	No legal requirement.	Public notice of meeting given as soon as possible before the meeting.	Same as regular meeting. (Can only discuss items posted on warned agenda)	Same as regular meeting.