

BOARD MEETING NOTIFICATION

Code **BEDA** Issued **11/02**

Purpose: To establish the basic structure for board and public notification of board meetings.

The board will provide dates of regular meetings in annual announcements which are made available in printed form to the news media and public.

Notification to board members

The director will distribute notice of each **regular meeting** of the board with agenda and supporting materials to board members at least three days in advance of the meeting, if possible, to permit them to give items of business careful consideration.

The director will give notice of all **special meetings** to the members of the board at least 24 hours prior to the time for the meeting. The notice will indicate the purpose of the special meeting.

Public notice

The director will see that written notice of regular board meetings is made public annually at the beginning of each school year. The notice will include the dates, times and places of regular board meetings. The director will send the notice to local news media and post it at the board meeting place.

The director will post an agenda for regularly scheduled meetings at least 24 hours prior to the meeting. The director will post notice of any called, special or rescheduled meetings in the same place as the notice for a regular meeting. The notice for called, special or rescheduled meetings will include the agenda, date, time and place of the meeting. The director will post notice at least 24 hours prior to the meeting time. This will not apply to emergency meetings.

The director will notify persons or organizations, local news media, or such other news media as may request notification of the times, dates, places and agenda of all public meetings, regular, special, called or rescheduled. The secretary will note the efforts to comply with this policy in the minutes of the meeting.

Adopted 3/18/85; Revised 11/25/02

Legal references:

- A. S.C. Code, 1976, as amended:
 - 1. Section 30-4-10, et seq. - South Carolina Freedom of Information Act.
 - 2. Section 59-19-80 - Requirements as to purchases and teacher employment.