Monroe 2-Orleans BOCES Policy
Series 1000 – By-Laws
Policy #1431 – REGULAR MEETINGS OF THE BOARD OF COOPERATIVE EDUCATIONAL SERVICES

All Board meetings must be open to the public except those portions of the meetings which qualify as executive sessions. A meeting is defined as an official convening of a public body for the purpose of conducting public business and a public body is defined as an entity of two (2) or more persons which requires a quorum to conduct business, including committees and subcommittees. Reasonable efforts shall be made to ensure that all meetings are held in an appropriate facility which can adequately accommodate any and all members of the public who wish to attend.

Whenever such a meeting is to take place, there must be at least seventy-two (72) hours advance notice in accordance with the provisions of the Open Meetings Law. Notice of other meetings shall be given as soon as is practicable in accordance with law. When the Board has the ability to do so, a notice of time and place of the meeting will be conspicuously posted on the website.

Regular meetings of the Board shall take place on the day and time designated by the Board at the April regular Board meeting except as modified at subsequent meetings of the Board.

In the event that a meeting date falls on a legal holiday, interferes with other area meetings, or there is an inability to attend the meeting by Board members to the extent that a quorum would not be present, the Board shall select a date for a postponed meeting at the previous regular meeting, and shall direct the Clerk to notify all members.

Any meeting of the Board may be adjourned to a given future date and hour if voted by a majority of the Board present.

a) Notwithstanding the foregoing, the Board shall in no event meet less than at least once each quarter.

b) All official business must be conducted with a quorum present and all decisions made on the basis of a majority vote of the entire Board membership. However, if only a quorum of the Board is present (5 Board members) all decisions made must be made by the unanimous vote.

c) An agenda shall be prepared by the District Superintendent prior to the meeting. For regular meetings, the agenda shall be distributed at least 48 hours prior to the meeting.

d) The use of communications technology may be used for Board member participation in meetings when an individual member is not able to be physically present at the Board meeting.

The District Superintendent and members of his/her/their staff at the District Superintendent's discretion shall attend all meetings of the Board. The District Superintendent shall attend all executive session meetings of the Board except those that concern his/her/their evaluation and salary determination. The Board may request the attendance of such additional persons as it desires.

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Recording of Meetings

The Board recognizes that advances in technology allow public meetings to be photographed, broadcast, webcast and/or otherwise recorded, by means of audio or video, in a non-disruptive manner and supports the use of such technology to facilitate the open communication of public business. To that end, the Board may adopt rules addressing the location of the equipment and/or personal use to photograph, broadcast, webcast, and/or record such meetings to assure that its proceedings are conducted in an orderly manner. Such rules shall be conspicuously posted during meetings and written copies provided, upon request, to meeting attendees.

Public Officers Law Article 7, Section 103(d) and 107
Education Law Section 1708

See also Policy 1434

Adopted: 7/13/99
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Revised: 9/15/10
Revised: 5/9/12
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