

The board, as a corporate body, may transact business only at official meetings of the board. An individual board member has no authority to act absent the delegation of authority by the board at an official meeting.

As defined by law, an official meeting of the board includes any meeting, assembly, or gathering together at any time or place or the simultaneous communication by conference telephone or other electronic means of a majority of the members of a public body for the purpose of conducting hearings, participating in deliberations, or voting upon or otherwise transacting the public business of the public body. However, a social meeting or other informal assembly or gathering together of the members of a public body does not constitute an official meeting unless called or held to evade the spirit and purposes of the open meetings law.

**A. TYPES OF MEETINGS**

While the board is determined to operate efficiently, it also is mindful of the importance of thoughtful planning and discussion prior to taking formal action. Regular meetings will be held at a predetermined time and place to conduct the business of the board. In addition, the board may hold special called meetings and emergency meetings as it deems necessary to act in a timely manner and provide its members and executive staff with the opportunity to have an exchange of ideas and receive input from other staff, parents, students, and the community.

**B. REGULAR MEETINGS**

The board routinely will meet on the first Monday of each month in the boardroom of the administrative offices of Pitt County Schools, which are located at 1717 West Fifth Street, Greenville, North Carolina. The superintendent shall keep on file the schedule of regular meetings with the time and place. The schedule will be revised only in accordance with legal requirements for notice.

Based upon the amount of business to discuss, and in consultation with the superintendent, the board chair may cancel a regularly scheduled meeting. In such an event, notice will be provided to board members, as well as to the press, a minimum of 48 hours in advance.

**C. EMERGENCY MEETINGS**

An emergency meeting may be called in order to address generally unexpected circumstances that require immediate consideration by the board. The chairperson, or the vice-chairperson, if the chairperson is unable to act, or the superintendent shall call an emergency meeting when it is determined that the meeting is necessary and cannot be delayed until 48 hours' notice is provided for a special meeting as described below in Section D.

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**D. SPECIAL CALLED MEETINGS**

Special Called meetings are generally held on the third Monday of each month. Other meetings may be called on an as-needed basis. The board may opt not to schedule special called meetings during the months of July and August.

**1. Special Called Meetings Generally**

Special Called meetings may be scheduled in between regular meetings of the board. Work sessions, retreats, and public hearings are specific types of special called meetings. The board chairperson (or the vice-chairperson, if the chairperson is not available) or the superintendent may call special meetings when necessary to conduct business that cannot reasonably be handled at regular meetings. The board chairperson or superintendent shall call a special meeting if a majority of the members of the board so requests.

**2. Retreats and Workshops**

Retreats and workshops are special called meetings that may be scheduled in order to give the board more time to deliberate or evaluate issues.

**3. Public Hearings**

Public hearings are official proceedings during which members of the public are given an opportunity to be heard. Public hearings may be required by law or deemed advisable by the board. Public hearings that are not required by law may be scheduled when the chairperson or superintendent determines that the public hearing is advisable or when a majority of the members of the board so requests. Notice of all public hearings will be provided as required by law and will include the subject, date, place, and time of the hearing as well as any rules regarding participation, such as the length of time for each speaker. The purpose of a public hearing is to gather information and hear opinions from the community. Generally, board members will respond only to seek clarification. At the appointed time, the chairperson or designee shall call the hearing to order and preside over it in accordance with any rules regarding participation adopted by the board. When the allotted time expires or when no one wishes to speak, the chairperson or designee shall declare the hearing ended.

**E. OPEN MEETINGS LAW COMPLIANCE**

The board will comply with the open meetings law, including notice of meetings.

**F. ELECTRONIC BOARD MEETINGS**

The board acknowledges that in-person meetings are strongly preferred. However, in times of emergency, including natural disasters and health emergencies requiring

quarantine or isolation, or resulting in government-issued “stay-at-home” orders, the board may find it necessary to meet completely electronically, without the physical presence of a quorum. In such cases, appropriate notice will be given as required by G.S. 143-318.12. Such notice will include publication of a reasonable means by which the public and media may hear or witness the board’s discussion, deliberation, and decision making. Minutes of the meeting may be kept in the form of sound or video and sound recording and shall record the names of the members participating electronically.

The superintendent is directed to provide the technology sufficient to implement this policy in accordance with all applicable laws.

Legal References: G.S. 115C-41, 143-318.9, -318.10, -318.12, -318.14

Cross References: Compliance with the Open Meetings Law (policy 2320)

Adopted: November 2, 2015

Revised: February 1, 2016

Revised: October 30, 2017 (*technical revision only*)

Revised: October 5, 2020