

Title: Policy for Meeting Guidelines

Control Information

Control Item	Details
Owner/Curator	BCS Board Secretary/BCS Administrator
Policy #	Policy0030e
Supersedes	Policy0030d
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Revision History

Revision	Date	Revision Description	Originator
A	Feb 6, 2006	Adopted	K. Buchheit
B	May 4, 2009	amend policy	K. Buchheit
C	July 5, 2010	Amend policy	K. Buchheit
D	Oct 1, 2012	Amend policy	K. Buchheit
E	Feb 3, 2014	Amend policy	K. Buchheit

1. Policy for meeting guidelines.

1.1. Objective:

The objective of this policy is the following:

1. Explain the purpose for this document.
2. Set guidelines for BCS Board and General Meetings
3. Set guidelines for emergency situations
4. Set guidelines for phone and e-mail meetings

1.2. Purpose of this Document:

The purpose of this document is to give guidelines for the BCS Board and General Meetings.

1.3. Bethany Charter School Board Meetings

1. The BCS Board Meetings are to be held at 7:00 PM on the 1st Monday of each month. In the case of this Monday falling on a holiday, the meeting will then be held on the following day at the same time with the exception of the September Board Meeting which will be held on the 2nd Monday of September.

2. BCS Board Meetings are held at Bethany Charter School unless otherwise stated by the BCS Board. In the case of a different location, prior notice will be given.
3. The BCS Board Meetings are open to everyone. There are set times for “Audience with visitors” at which times, visitors may make comments or present something to the BCS Board.
4. In the case of someone wanting to present something to the BCS Board, they are asked to submit notice and/or information to the BCS Secretary 7 days prior to the scheduled Board Meeting. This is to enable the BCS Secretary enough time to add to and post the meeting agenda.
5. BCS Board will cover agenda items and make decisions.
6. Meeting Agenda will be posted in the Bethany Charter School Office prior to the meeting.

1.4. General Meetings

1. The BCS General Meeting will be held at 7:00 PM on the third Tuesday of every month as needed at the discretion of the BCS Board.
2. General Meetings will be held at Bethany Charter School unless otherwise stated by the BCS Board. In the case of a different location, prior notice will be given.
3. The General Meetings are open to everyone. Discussions are open to everyone.
4. The BCS Board will cover agenda items - but will NOT make decisions.
5. Discussion items do not need to be submitted prior to the meeting.
6. Meeting Agenda will be posted in the Bethany Charter School office prior to the meeting.

1.4. Emergency Meetings

1. In the case of situations arising where a decision by the BCS Board cannot wait until the next scheduled board meeting, the BCS Administrator, BCS Board Chair or the BCS Board Secretary may call for a special session.
2. A special session requires a posted 24 hour notice prior to being held.
3. A special session will be limited to the business for which it is called.