

## SUMMERS COUNTY BOARD OF EDUCATION

ADOPTED: 2-26-74, Rev. 5-13-93, Rev. 5-25-95 Rev. 6/11/03, 1/23/08, 4/8/09, 2/24/15 Code: II-B-1  
Rev. 7/28/15, 10/26/16

REFERENCE: WV Code: 2-2-2; 11-8-9; 11-8-12a; 18-5-4; 5-9A-1

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### BOARD MEETINGS

**Regular Meetings:** Regular meetings are scheduled for the 2nd and 4th Tuesday of each month. Meeting dates and times for any month may be changed by a majority vote of the board. The meetings will be held in the conference room located at the Summers County Board of Education Office, located at 116 Main Street, Hinton, West Virginia, unless otherwise directed by the board of education.

**Special Meetings:** Special meetings may be called by the president or any three members, but no business shall be transacted other than that designated in the call.

**Statutory Meetings:** Meeting dates mandatory by West Virginia law include the first Monday of July, following each biennial primary election to organize and elect for a two-year term, a president from its own membership, a date between the seventh and twenty-eighth days of March to ascertain fiscal condition of the board and determine amount to be raised by the levy of taxes and the 3rd Tuesday in April to officially enter all levies.

**Recessed Meetings:** Any meetings adjourned for the purpose of continuing that meeting in a subsequent session is known as a recessed meeting.

**Executive Session:** The executive session is a meeting which is attended by a part, or all of the members of the board of education upon a majority affirmative vote of the members present, and from which the public is excluded. Executive sessions can only be called to discuss the matters described in WV Code 6-9A-4 (paragraphs 1 through 9)

No action may be taken in an executive session as the order of business must be confined to a discussion (only) of a tentative and preliminary nature.

**Notice of Meetings:** Notice and agenda of all regular and special meetings shall be furnished three and two business days respectively prior to the meeting except when such meeting is called under emergency conditions, at which time this provision may be waived. The notice shall be made by mailing or providing electronic copies of the agenda for the meeting to the members of the Summers County Board of Education and the local media i.e. Hinton News. Additionally each LSIC Chair and Faculty Senate president will be sent an agenda c/o of the school they represent. Each principal of a school in Summers County shall receive a copy of the agenda to post in his/her school and the agenda will be posted on our web site: [boe.summ.k12.wv.us](http://boe.summ.k12.wv.us) The school's copy of the agenda shall be placed in the school's mailbox at the central office.

**Time of Meetings:** Special Meetings-Both the time and the date of special meetings shall be clearly stated in the call.

The regular meetings will convene 10:00 a.m./5:30 p.m. respectively.

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**Minutes:** The official minutes of the Board of Education shall be kept in a safe place by the secretary of the board, and may be made available by him/her at the office to any citizen desiring to examine them during the hours when the office of the secretary is open. The secretary of the board shall furnish copies of the minutes of each board meeting to the board members within a reasonable time after said meeting occurs.

**Determination of Agenda:** The agenda is prepared by the secretary of the board. Anyone desiring to appear before the board, should notify the secretary within a reasonable length of time preceding the mailing of the agenda and notice of meeting to the members of the board, principals, LSIC Chairs and Faculty Senate presidents. The agenda is mailed two business days prior to the meeting except in the case of a legal holiday, in which case the agenda will be mailed the prior working day.

Anyone requesting to appear before the board after the agenda is prepared must fill out a request form at least fifteen minutes before the meeting. Those persons requesting to appear, who express their wish to speak concerning items on the regular agenda, may speak during the discussion for that item prior to any board action.