

Adopted: October 27, 2005

PiM Arts High School Policy B3.1

Revised:

B3.1 BOARD POLICY - RULES OF ORDER

The Board of Directors of the PiM Arts High School shall hold meetings in accordance with chapter 13D of the Minnesota Statutes. Regular monthly meetings of the Board shall include a Community Meeting and a Legislative Meeting. The Community Meeting shall be held at a regularly scheduled time designated by the Board. The Legislative Meeting shall be held at a regularly scheduled time designated by the Board. When the regular meeting time occurs on an official or PiM Arts High School holiday, the meeting will be held on the immediately following day. Once a year, the board will hold an Annual Meeting.

A. ANNUAL BOARD MEETING

- a. The annual meeting of the Board of Directors for the purpose of electing officers and transacting such other business as may properly come before the meeting shall be held each year at the time and place, within or without the State of Minnesota, designated from time to time by the Board of Directors.

B. OTHER MEETINGS

- a. **Community Meetings** Once per month, the board will hold a Community Meeting to provide an opportunity for the Board to receive input from community members regarding policy issues, the educational program, or any other aspect of PiM Arts High School business. The community meeting or special meetings may also be used as a public forum to address controversial issues or matters of deep community concern. The President may delegate the responsibility for chairing Community Meetings to other Board directors.
- b. **Legislative Meetings** Once per month, the Board will hold a Legislative Meeting to receive any presentations by the Principal, to take action on items forwarded by the committees that have met during the preceding week, and to take action on any other recommendations the Principal may bring. The Board may also take action on Board-initiated resolutions and any other actions required by law.
- c. **Special Meetings** Other meetings of the Board of Directors may be held at such time and place as are announced at a previous meeting of the Board of Directors.

Meetings of the Board of Directors may also be called at any time (a) by the President, (b) by the Board of Directors, or (C) upon the written request of two or more members of the Board of Directors. Anyone entitled to call a meeting of the Board of Directors may make a written request to the Secretary to call the meeting, and the Secretary shall give notice of the meeting, setting for the time and place thereof, to be held between two and thirty days after receiving the request. If the Secretary fails to give notice of the meeting within seven days from the day on which the request was made, the person or persons who requested the meeting may fix the time and place of the meeting and give notice in the manner hereinafter provided.

- d. **Emergency Meetings** An emergency meeting of the Board may be called when special circumstances occur, pursuant to provisions of Minnesota Statute 130.04subd.3.
- e. **Notice of Meetings** Notice of each regular meeting of the Board, with agenda, will be delivered by electronic communication or in person to each Board member at least two days prior to each meeting, Notice of all special meetings, except as provided for an emergency meeting, shall be given to the members of the Board at least twenty-four (24) hours prior to the scheduled time of the meeting
- f. Because Board meetings are open to the public, an advance announcement of the date, time, and place of all regular and special meetings shall be made, whenever practical, through the newspaper and such other means as may appear appropriate, setting forth the agenda and major topics to be discussed. An agenda shall be posted at the meeting site as far in advance of the meeting as is reasonably possible. Local news media representatives shall be welcome to attend all meetings of the Board. Posted or published notice of an emergency meeting is not required

Quorum The majority of the Board members shall constitute a quorum for the transaction of Board business. A majority of the members present may vote to send for absent members, to adjourn, or to fix a time of meeting.

Voting Method A majority vote of the Board is necessary to carry any motion before the Board. Board members, as required by law, shall publicly state their vote on each item

considered by the Board