

**MEETINGS**

Meetings of the Board are conducted for the purpose of accomplishing district business. A meeting of the Board shall consist of any gathering of the members of the Board when more than three members of the Board, or a majority of the members, whichever is less, are present and collectively consider a matter upon which the Board is empowered to act. As a matter of district policy and state law, meetings ordinarily shall be open to the public. The Board may meet in closed sessions only to discuss certain matters as permitted or required by Alaska's Open Meetings Act.

*(cf. 9321 Executive Sessions)*

Reasonable public notice shall be given for all meetings of the Board in accordance with law and district practice, and shall be posted at all regular district and school sites before the meeting. Such notice shall include the date, time and place of the meeting and, if the meeting is by teleconference, the location of any teleconferencing facilities that will be used.

*(cf. 9322 - Agenda/ Meeting Materials)*

*(cf. 9323 - Conduct of Meetings)*

**Regular Meetings**

The Board shall:

1. Hold at least one (1) regular meeting, per month
2. Additional meetings or work sessions of the board may be called in accordance with the remaining provisions of these Bylaws.
3. Convene all regular meetings at 6 p.m. at the Ketchikan Gateway Borough Assembly Chambers when available, unless another location is designated by the Board.

Notice of regular meetings shall be posted at least five (5) days prior to the meeting.

**MEETINGS** (continued)**Special Meetings**

Special meetings of the Board may be called by the presiding officer or a majority of the Board members.

Except in the case of an emergency, notice of special meetings shall be provided at least 24 hours before the meeting. This notice shall specify the date, time, place and, if the meeting is by teleconference, the location of any teleconferencing facilities that will be used. Such notice shall be given to all board members, the Superintendent and to the local news media. This notice also shall be posted at all regular district and school sites at least 24 hours before the meeting.

Notice of a special meeting shall include a statement of the purpose of the meeting. No business may be transacted at this special meeting, other than that which is specifically stated in the notice of the meeting.

**Emergency Special Meetings**

The Board president or designee shall give notice of an emergency special meeting to the local media by telephone before the meeting. If telephone services are not functioning, the notice requirement is waived. In that event, as soon after the meeting as is practicable, the Board shall notify the local media that the meeting was held and shall describe the purpose of the meeting and any action taken by the Board.

**Worksessions**

A worksession may be called in the same manner as a special meeting. Worksessions are public meetings and public members may participate at the invitation of the Board President.

Worksessions may be conducted as necessary to study and review, in depth, matters that may be discussed at future regular or special meetings. Topics on the agenda are for discussion purposes only and no motions will be made or actions taken on these items during the worksession. No minutes are taken at worksessions.

**MEETINGS** (continued)**Teleconferences**

Recognizing the inherent responsibility and statutory duties of Board members, the Board strongly encourages Board members to attend and participate at meetings of the Board. Though great importance is given to the physical presence of Board members at meetings, the attendance and participation of members by teleconference is authorized whenever physical presence is not practicable. All votes at a meeting of members attending by teleconference shall be taken by roll call.

The Board also authorizes the use of teleconferences for Board meetings when receiving public comment or testimony, and during Board deliberations.

Whenever possible, meeting agendas and supporting materials shall be available at all teleconference facilities used for the Board meeting.

**Adjournment**

All meetings of the Board must adjourn by 10:00 p.m. unless that deadline is extended to 10:30 p.m. by a motion approved by a majority vote of the Board members present. Any extension beyond 10:30 p.m. requires a unanimous vote of all Board members present.

If the meeting is not adjourned or extended prior to 10:00 p.m., or at such extended time as set by the Board in accordance with this section, the meeting shall automatically recess at that time and shall be reconvened at 5:30 p.m. the following day.

*Legal Reference:*ALASKA STATUTES*14.08.091 Administration**14.14.070 Organization of School Board**14.14.080 Declaring a School Board vacancy**29.20.020 Meetings public**44.62.310 Agency meetings public states**44.62.312 State policy regarding meetings***KETCHIKAN GATEWAY BOROUGH SCHOOL DISTRICT****Revision Date: 9/26/07****Revision Date: 2/4/09****Revision Date: 8/12/09****Revision Date: 8/23/23**

**Revision Date: 2/28/2018**  
**Revision Date: 3/23/2022**