

## **NOTIFICATION OF BOARD MEETINGS**

It is the policy of the Nixa R-II School District to inform the public of School Board meetings in accordance with law.

The Board treasurer has the responsibility to post notice of Board meetings, subject to direction by the superintendent. Each individual Board member has the responsibility to notify the superintendent or designee of items to be included on the agenda so that the item may be included in the legal posting.

### **All Meetings**

In addition to the criteria listed below, notice of all Board meetings shall be given at least 24 hours in advance of the meeting, exclusive of weekends and holidays when school is closed, unless for good cause such notice is impossible or impractical, in which case as much notice as is reasonably possible shall be given. The nature of the good cause must be stated in the minutes.

The notice shall be posted on a bulletin board or other easily accessible public place clearly designated for that purpose at the principal office of the Board or, if no such office exists, at the building where the meeting will be held.

All interested news media organizations will be notified concurrently with members of the Board, upon request, of all meetings of the Board of Education. To be notified of these meetings, a news media organization should make a request to the superintendent or designee.

### **Open Meetings**

Public notice of an open meeting will include the time, date, place and a tentative agenda advising the public of the matters to be considered.

### **Closed Meetings**

Public notice of a closed meeting will include the time, date and place of the meeting and the specific statutory exemption under which the meeting will be closed.

### **Electronic Meetings**

If the meeting will be conducted by telephone or other electronic means, the notice of the meeting shall identify the mode by which the meeting will be conducted and the designated location where the public may observe and attend the meeting, if open. If the meeting will be conducted by Internet chat, Internet message board or other computer link, the district shall post a notice of the meeting

FILE: BDDA  
Critical

on its website, in addition to other postings, and shall notify the public how to access that meeting, if open.

### **Committees**

A formal subcommittee of the Board may conduct a meeting without advance notice during a lawful meeting of the Board, a recess of that meeting or immediately following that meeting. The subcommittee's meeting must be announced at the Board meeting, and the subject of the meeting must reasonably coincide with the subjects discussed at the Board meeting.

\* \* \* \* \*

***Note: The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.***

Adopted: 10/08/1998

Revised: 09/09/2004; 02/12/2009

Legal Refs: §§ 610.010 - .029, RSMo.

Nixa R-II School District, Nixa, Missouri