

## **2008 Meetings**

The formation of policy is public business and will be conducted openly in accordance with South Dakota law.

### **Types of Meetings**

The board shall hold its regular meetings on the third Tuesday of each month. Special and emergency meetings may be called as provided by law. The board may schedule work sessions and retreats in order to provide board members and administrators with the opportunity to plan, research, and engage in discussion.

### **Notice**

Public notice of the regular meeting will be given by posting the proposed agenda in the business office and on the Teachwell website at least twenty-four (24) hours prior to any meeting. The agenda for the meeting shall also be posted with the notice for the same period.

### **Notice of Special Meetings**

Special meetings may be held by:

- upon call of the chairperson;
- in the chairperson's absence by the vice-chairperson, or
- a majority of the board members.

Notice of a special meeting shall be given by the Director or his/her designee to the board members either orally or in writing in sufficient time to permit their presence. Any local news media who have requested notice will be notified of the date, time, and place of a meeting in person, by mail or telephone prior to the meeting.

### **Quorum**

A quorum shall exist if three of the members of the Board of Directors are present. The act of the majority of the governing board members present at a meeting at which a quorum is present shall be the act of the board, unless the act of a greater number is required by law or by the governing documents of Teachwell.

## **Director Membership on Board**

The Director is a member of the Board of Directors in a non-voting capacity. However, the Director may cast a deciding vote in the case of tie votes.

## **Remote Meetings**

Any meeting of the Board may be done remotely in accordance with South Dakota law. For any remote meeting, a board member's presence is determined whether he or she answers "present" to the roll call. Voting may occur by voice vote unless any member votes no, in which the vote must occur by roll call. The Board will provide for at least one place where the public can listen and participate in the remote meeting. If less than a quorum of the board is physically present at a meeting, the Board will arrange for the public to listen to the meeting via phone or internet.

## **Minutes**

The board shall keep minutes of all meetings showing the time, place, members present and absent, and the substance of all matters discussed.

The minutes of all meetings and evidence and documentation received or disclosed in open session shall be public record. The minutes will be published within 20 days of the meeting, and will be approved by the Board within 45 days, with any changes noted in the minutes for the meeting being held.

## **Policy Adoption**

A policy can only be adopted after being read at a regular board meeting prior to voting for adoption.

Adopted on: 8/15/2023

Revised on:

Reviewed on: